

TUSCARAWAS COUNTY COMMISSIONERS

Chris Abbuhl – Al Landis – Joe Sciarretti

COMMISSIONERS JOURNAL 80 JANUARY 7TH, 2019

RESOLUTION (14-2019) EQUAL EMPLOYMENT OPPORTUNITY NOTICE AND POLICY

It was moved by Commissioner Abbuhl, seconded by Commissioner Landis, to approve the following:

I. SCOPE

This policy applies to all employees under the appointing authority of the Board of Tuscarawas County Commissioners, as well as applicants for employment in positions to be filled under the appointing authority of the Board of Tuscarawas County Commissioners.

II. PURPOSE

This Equal Employment Opportunity Policy communicates the commitment of the Board of Tuscarawas County Commissioners to be an Equal Opportunity Employer and to comply with all federal and state equal employment laws and requirements, as well as to take the measures necessary to attract and retain a workforce as diverse as the population we serve.

III. POLICY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions regarding selection/hiring, promotion, classification, job assignment, rate of compensation, hours, employment conditions, layoff, recall, transfer, discipline, demotion, termination, testing, access to benefits (subject to the "Tuscarawas County Employee Health Benefit Plan" plan document and eligibility rules, as amended from time to time) and participation in training will be based upon merit, qualifications and abilities, and will not be influenced by or affected by an employee's or applicant's race, color, religion, sex or gender identity, national origin or ancestry, age, marital status, disability, pregnancy, military/veteran status, genetic information or sexual orientation. Any discrimination which violates federal or state law, or this policy, is strictly prohibited and employees who engage in such discrimination will be subject to disciplinary action up to and including removal.

The affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) prohibits job discrimination and requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified Vietnam era veterans, special disabled veterans, recently separated veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This law is enforced by the Veterans' Employment and Training Service (VETS).

Military reservists and National Guard members called to active duty have rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

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IV. PROCEDURE

- A. Covered employees or applicants are encouraged to immediately document their complaints of employment discrimination to the Human Resource Manager *or designee*.
- B. The complainant will give permission to the Human Resource Manager *or designee* to share the complainant's name and the details of the complaint and alleged discrimination with others as necessary to investigate the complaint.
- C. The Human Resource Manager *or designee* will conduct a thorough investigation of the complaint and provide a written report of the findings and any recommendations to both the complainant and the Board of Tuscarawas County Commissioners within a reasonable period of time given the particulars of each complaint.
- D. Employees or applicants who believe that they are victims of illegal employment discrimination may also file a charge directly with either the Ohio Civil Rights Commission (OCRC) and/or the federal Equal Employment Opportunity Commission (EEOC).
- E. Retaliatory action of any kind taken by an employee of the Board of Tuscarawas County Commissioners against any other employee as a result of that person's filing of a charge or complaint, cooperating in an investigation or otherwise participating in any protected activity under this policy or federal or state law is expressly prohibited. Retaliatory acts are subject to a separate investigation and may result in disciplinary action, up to and including removal.
- F. Falsification of testimony and/or evidence submitted in connection with the filing of a charge or complaint and/or investigation of a charge or complaint is expressly prohibited and may result in disciplinary action, up to and including removal.

If a program applicant, participant, or employee feels he or she has been discriminated against in employment, seeking employment, or training, he or she should immediately contact Human Resource Manager at (330) 365-3204 *or designee* to pursue the proper discrimination complaint procedure.

Now, therefore, be it resolved, to appoint the Human Resource Manager, as Equal Employment Act Officer.

VOTE:

Joe Sciarretti, yes;
Chris Abbuhl, yes;
Al Landis, yes;

I hereby certify the above and foregoing to be a true and correct account of the proceedings as had by and before the Board on the day and year first written above.


Adam Stilgenbauer, Clerk of the Board

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RESOLUTION (13-2019) AFFIRMATIVE ACTION PLAN

It was moved by Commissioner Landis, seconded by Commissioner Abbuhl, to approve the following:

The Tuscarawas County Commissioners are committed to hire qualified applicants and treat employees in all aspects of their employment without regard to race, religion, color, sex, pregnancy, genetic information, age, national origin or ancestry, disability or military status or any other unlawful basis. In carrying out this responsibility:

1. We will recruit, hire, compensate, assign, classify, transfer, layoff, recall, test and promote for all job classifications without regard to race, religion, color, sex, pregnancy, genetic information, age, national origin or ancestry, disability or military status except where age or sex is a bona fide occupational qualification and we will recruit, hire and promote disabled veterans and Viet Nam Era veterans for all job classifications who qualify and/or are qualified for said positions.
2. We will base decisions on employment solely upon an individual's qualifications for the position available.
3. We will make promotional decisions based on the individual's qualifications as related to the position for which he or she is being considered.
4. We will insure that all other employment decisions and practices such as compensation, benefits, discipline, suspensions, demotions, terminations, hours, employment conditions and evaluations will be administered without regard to race, religion, color, sex, pregnancy, genetic information age, national origin or ancestry, disability or military status or any other unlawful basis.

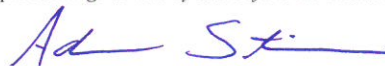
The successful achievement of a nondiscriminatory employment program requires a maximum of cooperation between employer and employees. In fulfilling its part in this cooperative effort, employer is obligated to lead the way by establishing and implementing affirmative procedures, policies and practices which will insure our objective, namely, equitable employment opportunity for all.

Now, therefore, be it resolved, to appoint the Human Resource Manager, as Affirmative Action Coordinator.

VOTE:

Joe Sciarretti, yes;
Chris Abbuhl, yes;
Al Landis, yes;

I hereby certify the above and foregoing to be a true and correct account of the proceedings as had by and before the Board on the day and year first written above.



Adam Stilgenbauer, Clerk of the Board

