

Category: 300
Number: 312

Subject: **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

1. **PURPOSE:** It is the purpose of this policy to ensure equal employment opportunity in practice at all levels of Saginaw County and to establish appropriate rules and regulations prohibiting discrimination in the workplace.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Personnel Division of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:** It shall be the policy of Saginaw County to prohibit discrimination against any person in recruitment, selection, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, religion, color, national origin, age, sex (including pregnancy), height, weight, marital status, disability, genetic information or any other protected class/classification as designated by Federal or State law. Discrimination on the basis of age, sex, height, weight, or physical or mental disability or any other protected class/classification will be prohibited except where specific age, sex, mental, or physical requirements constitute a bona fide occupational qualification necessary to a proper and efficient administration.
7. **ADMINISTRATIVE PROCEDURES:**
 - 7.1 It is the obligation of all public officials to provide equal employment opportunity for all citizens. With this in mind, all County positions must be filled through an open competitive selection process in accordance with the Recruitment, Selection and Appointment Policy. The only exceptions are the judges' personal staffs and persons appointed by an elected official to a policy making position.
 - 7.2 Elected officials who have notified the Board of Commissioners that they do not intend to comply with the County personnel policies in accordance with Section 3 of this policy shall ensure that their personnel policies contain an equal employment opportunity policy.

7.3 Complaint Procedure

7.3.1 Any employee or applicant for employment who believes he has been the subject of discrimination in violation of this policy may appeal to the Personnel Division for adjustment of this complaint. Such complaint shall be handled in accordance with the grievance procedure established in these rules.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: December 12, 2006; February 16, 2010