



<b>Policy 3.1</b>	<b>Equal Employment Opportunity (EEO)</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

**3.1**

### **POLICY**

It is the policy of DuPage County to comply with all federal, state and local laws regarding Equal Employment Opportunity. Employment, promotions and all employee actions are to be based solely on individual merit and personal capabilities without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, age, marital status, political belief, veteran status or sensory, mental or physical disability.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status, applicants, and/or vendors who are doing business or seeking or providing services for DuPage County Government.

### **GUIDELINES**

#### **A. Terms and Conditions of Employment**

This policy is to ensure that all terms and conditions of employment by the County of DuPage are in full compliance with the Equal Employment Opportunity requirements as they apply to all employees, applicants, citizens, residents, contractual staff and/or professional staff performing or providing services for DuPage County with respect to the following areas:

1. Employment process: Recruiting, hiring, training, and promoting all persons in all job classifications will be based solely upon an individual's qualifications, merit, personal capabilities, previous experience and education relating to the requirements of the open position.
2. Aspects of employment: Compensation, benefits, transfers, demotions, disciplines, layoffs and return from layoffs, terminations, education programs and all other privileges, terms and conditions of employment.
3. Advertisements for employment: DuPage County will use the term "Equal Employment Opportunity" or "EEO" in all such employment advertisements.

4. County Services: Utilization and/or provision of all services provided by DuPage County employees or through contracts or agreements.
- B. Reasonable Accommodations for Qualified Individuals with a Disability: It is against the policy of DuPage County Government to discriminate against qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job. When dealing with situations involving job applicants or employees with a disability, the County will follow the guidelines outlined in Personnel Policy 2.5: Workplace Accommodations.
- C. The policy of equal employment opportunity will be enforced by requiring compliance with the foregoing practices and procedures by all offices and departments under the jurisdiction of the County Board. Every good faith effort will be taken by the County to fulfill the objectives of this policy.
- D. The Chief Human Resources Officer, or designee, will serve as the Equal Employment Opportunity Officer of the County and will be responsible for communicating and implementing this policy.

## PROCEDURES

1. Discrimination against any employee, resident or applicant on any of these conditions will not be permitted or tolerated. Any deliberate attempt by any employee of DuPage County to bypass this policy will be subject to disciplinary action, not to exclude termination.
2. Any employee or applicant who feels subject to or is aware of any form of discrimination shall inform the Chief Human Resources Officer, or designee, in writing within ten (10) days.
3. This written statement must be specific regarding:
  - Complainant's name and position (or, if complainant is a resident or applicant, please include name and address)
  - Nature of discrimination
  - Time period that the incident occurred
  - Individuals involved
  - Individuals involved who have information regarding the charge
4. All reports will be investigated by the Chief Human Resources Officer, or designee. Results of the investigation shall remain confidential to the extent practical.
5. If the Chief Human Resources Officer, or designee, finds that the claim has merit, appropriate action will be taken. This may include disciplinary action, not to exclude termination.