

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EQUAL EMPLOYMENT OPPORTUNITY

POLICY NO.	2.1	EFFECTIVE:	01/02/2024
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- A. The County shall provide equal opportunity in employment and career development. Employment decisions shall be based on merit, qualifications and competence. The County administers its policies without regard to an applicant's or employee's race, color, sex, sexual orientation, gender identity, national origin, marital status, age, religion, political affiliation, disability which is unrelated to a person's occupational qualifications or any other non-merit factor. The County shall provide qualified applicants and employees with disabilities, as defined in Title I of the Americans with Disabilities Act, with reasonable accommodations that do not impose an undue hardship.

- B. The County shall provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic.

- C. The policy of equal opportunity requires that all hiring, interview and personnel recordkeeping procedures comply with the County's approved process.

- D. The policy of equal opportunity governs all aspects of employment including, but not limited to, the following:
 - 1. Personnel Selection - Advertisement, recruitment, referral, testing, hiring, transfer and promotion in all job classifications shall be without regard to race, color, sex, national origin, marital status, age, religion, political affiliation, or disability, which is unrelated to a person's occupational qualifications or other non-merit factor that is not a bona fide occupational qualification.
 - 2. Other Personnel Actions - All other aspects of employment with the County such as compensation, benefits, assignment, demotion, dismissal, layoffs, return from layoffs, training, tuition reimbursement, and social and recreational programs are administered without discrimination.

- E. The successful achievement of equal opportunity throughout the County can only be achieved with the maximum support and cooperation of all employees. Specific responsibilities are as follows:
 - 1. The County Administrator is designated as the Equal Employment Opportunity Officer and is primarily responsible for ensuring that the County

Department heads are aware of this policy and pertinent laws, guidelines, executive orders and regulations controlling equal employment opportunity and other anti-discrimination policies.

2. Department heads have a responsibility for the observance of this policy. This responsibility includes supporting programs and practices designed to develop understanding, acceptance, commitment and compliance within the intents and purposes of this policy.

F. The County provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the County or if the employee poses a direct threat to the health and safety of him/herself or others. The County Administrator shall serve as the ADA Coordinator per 28 CFR § 35.107.