

JEFFERSON COUNTY

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Jefferson County to recruit and select the most qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition, provides equal employment opportunity without regard to the following, or any other characteristic protected by state or federal law: age, race, religion, color, disability or association with a person with a disability, sex, national origin or ancestry, arrest record or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, use or nonuse of lawful products during non-working hours, or genetic information (including improper acquisition of genetic information). This policy shall include, but not limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Nothing in this policy shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. Jefferson County further agrees to take affirmative action to ensure equal employment opportunities.

The Human Resources Director, Terri M. Palm, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing Jefferson County's affirmative action program as well as the day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are to support this program. They shall provide leadership in implementing affirmative action, goals and initiatives.

During the term of contracts with the State of Wisconsin, Jefferson County shall comply with s. 16.765, Wis. Stats., State regulations and Federal laws relating to equal employment opportunities and affirmative action. The County shall continue to work cooperatively with government and community organizations to take affirmative action to insure equal employment and advancement opportunities.

CONCEPT

The employer's goal is to guarantee that all personnel activities will be conducted in a manner to as to assure equal employment opportunity for all, and that such activities will be based solely on individual merit and fitness of applicants and employees related to specific jobs without regard to race, color, religion, sex, age, national origin, disability, political affiliation, sexual orientation, genetic information or other non-merit factors.

EMPLOYER'S COMMITMENT

Included in the personnel ordinance, is the following provision:

EQUAL OPPORTUNITY. It is the policy of the County of Jefferson to not discriminate against any employee or applicant for employment because of age, race, sex, creed (religion), color, disability or association with a person with a disability, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, national origin, ancestry, arrest record or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), or any other characteristic as prohibited by law. The aforesaid provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices shall be posted in conspicuous places, available

to employees and applicants for employment, setting forth the provisions of the nondiscrimination clause. Jefferson County shall be an “equal opportunity employer” and employees may not be harassed in the workplace based on a protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. Nothing in this section shall be construed to prevent Jefferson County from exercising its right to determine bona fide occupational qualifications. [ord. 2003-44, 3/9/04; ord. 2010-04, 4-20-10]

POLICY ON EQUAL EMPLOYMENT OPPORTUNITY.

Jefferson County is committed to providing equal opportunity. This requires that no otherwise qualified person shall be excluded from participation, benefits of, or subjected to discrimination in employment, activity or program, in any manner on the basis of any of the following: age, race, religion, color, sex, national origin, ancestry, disability or association with a person with a disability, arrest or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, or any other characteristic protected by state or federal law. All employees are expected to support the County’s goals and activities related to nondiscrimination.

METHODS OF POLICY DISSEMINATION

1. Internal

- A policy statement is included in the County Personnel Ordinance, which is distributed to all County employees.
- Periodically, the policy is reviewed with executive, managerial and supervisory personnel along with instruction on the laws and regulations concerning equal employment opportunity and affirmative action.
- New employees are informed of the policy as part of the new employee orientation process.
- The “Equal Opportunity is the Law” poster is permanently and prominently displayed.

2. External

- The County’s Personnel Ordinance is a public document with copies available upon request.
- All job applications will carry the phrase “An Equal Opportunity Employer.” The application also carries a removable sheet for protected information concerning minority group status.
- All help-wanted advertising contains the phrase, “an Equal Opportunity Employer.”

IDENTIFICATION OF THE COORDINATOR

Employment - EEO Coordinator

The Human Resources Director, Terri M. Palm, has overall responsibility for implementation of the Equal Employment Opportunity Program. The EEO Coordinator has the following responsibilities:

1. EEO Coordinator’s Responsibilities:

- Preparing and presenting the Equal Opportunity Plan and Program.
- Developing policy statements and recommending policies and programs and then executing those policies and programs.
- Resolving complaints of discrimination.
- Identifying problems and assisting management in problem resolution.

- Implementing all audit and reporting systems designed to measure the effectiveness of the program and reviewing program results with management.
- Serving as liaison between the organization, compliance agencies and other relevant community organization as necessary.
- Keeping all departments informed of the latest developments in Equal Employment Opportunity.
- Ensuring that all technical phases of compliance are met.

2. Management Responsibilities:

The responsibilities of management include assisting in the development and implementation of the EEO Plan and Program in order to meet the program's goal and objectives. Managers are responsible for ensuring that all selection decisions and the application of personnel policies and practices are consistent with the equal employment opportunity policy.

3. Human Resources Responsibilities:

- Seek to develop and work with recruiting contacts which include minority and female organizations to identify and secure a representative mix of applicants for all positions.
- Maintain all relevant personnel data necessary to monitor equal opportunity, including but not limited to applicant flow (external and internal), offers, hires, promotions, transfers, demotions, training program participation, terminations, layoffs and recalls.
- Review all existing job descriptions and specifications for job-relatedness and consistency with the applicable EEO regulations.
- Review compensation and benefit policies and practices for consistency with the Equal Employment Opportunity policy and all applicable regulations.

COMPLAINT PROCESS

Complaints related to Employment

Any employee or applicant can file a grievance or complaint for various reasons, including discrimination in employment on the basis of age, race, religion, color, sex, national origin, ancestry, disability or association with a person with a disability, arrest or conviction record (except as authorized by law), genetic information (including improper acquisition of genetic information), sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or nonuse of lawful products during nonworking hours, or any other characteristic protected by state or federal law. Such complaints will follow Section(s) HR0145, Human Resources Committee Authority; HR0435, Harassment Policy, Including Sexual Harassment; HR0520, Grievance Resolution Process; or HR560, Rights of Employees of the County Personnel Ordinances, as appropriate.

When to file a complaint for internal investigation

It is preferable that a complaint be filed as soon as possible after the incident and no later than 48 hours following the incident or knowledge of the incident. The prompt filing of a complaint will result in a more accurate and effective investigation and resolution when required. Please note the time requirements for filing complaints with agencies designated in the last section.

How to file

No particular form is required under the County Ordinance, but complaints must be in writing. The same is true under union contract. Complaints may be hand delivered or mailed to the following:

Terri M. Palm
Human Resources Director
311 S Center Ave.
Jefferson, WI 53549

Investigation process

The Equal Employment Opportunity Coordinator will make an investigation and prepare a full written report-with recommendations to the County Administrator regarding the basis of the complaint. Should the EEO Coordinator be under investigation, an outside consultant shall conduct the investigation and prepare a full written report with recommendations to the County Administrator. The findings and resolution of the complaint made by the County Administrator will be sent to the complainant in writing in a language understandable to the complainant. For visually impaired persons, the resolution of the complaint will be transmitted by a method which will be understood by the complainant.

The report will include a summary of the complaint, the scope of the investigation, facts which support or refute the complaint, the decision and reasons for the decision. The report will be rendered within 30 days of the date of receipt of the complaint.

Right of Appeal

For Jefferson County employees there is an appeal to the County Board Human Resources Committee, or through the grievance process outlined in Personnel HR0520 if appropriate, which may be further appealed to the courts. In addition, if the complainant is not satisfied with the resolution of the complaint, there is a formal right of appeal to any of the agencies listed under "Process for filing a Complaint."

Retention of records

The records and reports relating to the complaint will be retained for three years from the date of final disposition of the complaint by the County.

Publication of Complaint procedure

This complaint procedure is provided to all employees at the time of hiring. The complaint procedure is set out in the Personnel Ordinance. Jefferson County is prepared to provide assistance to persons who are visually impaired or have other difficulties which prevent them from reading the procedures. Such individuals are referred to the EEO Coordinator or the Human Resources Department which will read the information to the individuals and provide it in aurally accessible form (normally tape recording).

Non Retaliation

No complainant will be intimidated, harassed or subjected to any other form of adverse action because of the filing of a complaint of discrimination. Staff members who are witnesses or knowledgeable parties are urged to cooperate fully in the complaint investigation process without fear of adverse action or retaliation.

Process for filing a complaint

All formal complaints with State or Federal agencies must be filed within 180 days of the suspected discrimination event, unless otherwise noted. However, it is highly recommended to file the complaint as soon as possible after the event occurred. If the complaint is not resolved satisfactorily at the County level, a formal complaint with a State or Federal agency can still be filed as long as it is filed within the required time frame.

A non-exhaustive list of formal discrimination complaints may be filed with the directory of agencies listed below: Most complaints must be filed within 180 days of the event. Check with the Agency involved to make sure of filing deadlines.

PROGRAM	AGENCY
<p>Wisconsin (WI) Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the WI Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance)</p>	<p>WI Department of Children and Families 201 E. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 608-266-5335 (voice) 800-864-4585 (TTY)</p>
<p>Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DCF, DHS and/or DWD funded entities and their subcontractors.</p> <p>Any Employment issues.</p> <p><i>NOTE: Must be filed within 300 days of date of alleged discrimination</i></p>	<p>Equal Rights Office PO Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired 608-264-8752</p> <p>Equal Rights Office 819 North Sixth St, Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384 TDD: 414-227-4081</p> <p>U.S. Equal Employment Opportunity Commission Reuss Federal Plaza 310 West Wisconsin Ave., Suite 800 Milwaukee, WI 53203-2292 800-669-4000 (voice) 414-297-4133 (fax); 800-669-6820 (TTY) Milwaukee District Office U.S. Department of Labor, OFCCP Federal Building 310 West Wisconsin Avenue, Suite 1115 Milwaukee, WI 53203 414-297-3821 (voice); 414-297-4038 (fax)</p>
<p>Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid,</p>	<p>WI Department of Health Services Office of Affirmative Action and Civil Rights Compliance</p>

<p>Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services</p>	<p>1 W. Wilson, Room 656 P.O. Box 7850 Madison, WI 53707 608-266-9372 (voice) 608-266-0583 (fax) 888-701-1251 (TTY) or Wisconsin Relay 711</p>
<p>Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.</p>	<p>WI Department of Workforce Development ATTN: Equal Opportunity Officer 201 E. Washington Ave, Room G100 P.O. Box 7972 Madison, WI 53707-7972 608-266-6889 (voice); 866-275-1165 (TDD)</p>

You also have the right to file a formal complaint with a federal agency.

<p>Formal Discrimination Complaints about any of the above services administered by the Wisconsin Department of Health Services. Formal Discrimination Complaints filed based on the Federal Health Care Providers Conscience Protection Law.</p>	<p>Office for Civil Rights U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 800-368-1019 (voice, toll free) 800-537-7697 (TDD toll free)</p> <p>U.S. Dept. of Health and Human Services Office for Civil Rights – Region V 233 N. Michigan Ave., Suite 240 Chicago, IL 60601 800-368-1019 (voice, toll free) 312-886-1807 (fax) 800-537-7697 (TDD, toll free)</p>
<p>Formal Discrimination Complaint about any Program receiving federal assistance.</p>	<p>Coordination and Review Section - NWB Civil Rights Division U.S. Department of Justice 950 Pennsylvania Avenue, NW Washington, D.C. 20530 888-848-5306 - English and Spanish (ingles y español) 202-307-2222 (voice) 202-307-2678 (TDD)</p> <p>Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306) (Voice / TDD)</p> <p>Disability Complaints: U.S. Department of Justice Civil Rights Division 950 Pennsylvania Avenue, NW Disability Rights Section - NYAV Washington, DC 20530 800-514-0301 (voice) 800-514-0383 (TTY) (also in</p>

	Spanish)
<p>If you wish to file a Civil Rights Program of Discrimination with the USDA for the Supplemental Nutrition Assistance Program (SNAP) (Formerly known as the Food Stamp Program at the Federal level) FoodShare (Formerly known as the Food Stamps in Wisconsin), WIC, TEFAP and the Food Stamp Employment and Training (FSET) Program complete the USDA Program Discrimination Complaint found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-623-9992 to request a form.</p>	<p>USDA Director, Office of Adjudication 1400 Independence Avenue, SW Washington, D.C. 20250-9410 866-632-9992 (request a form) Email: program.intake@usda.gov 800-877-8339 (Federal Relay Services) 800-845-6136 (Spanish)</p>

Footnote: Adopted by County Board, March 9, 2004; amended August 11, 2014, designating the Human Resources Committee the authority to amend as necessary to remain compliant with State and Federal regulations and best practices.