

OTSEGO COUNTY EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Otsego County ("County") to provide equal employment opportunities to all people regardless of race, creed, color, sex, religion, age, national origin, disability, Vietnam Era Veteran status, political affiliation, gender, marital status, familial status, domestic violence victim status, predisposing genetic characteristic or genetic information, sexual orientation or gender identity or expression, and/or conviction record, or any other category protected by law.

The County will create employment and career opportunities for minorities, women, individuals having disabilities, and covered veterans. We will do this by developing:

- Programs that will eliminate unfair employment practices, policies and outcomes.
- Educational and training programs for all employees, with a goal of upgrading minorities, women, individuals with disabilities and veterans.
- Personnel practices, policies and career ladders that will offer upward mobility for employees who are in the lower grade levels.
- A complaint process that will help to correct human rights discrimination that violates our policy, the applicable executive orders, and other non-discrimination laws.

The County will make reasonable accommodations for qualified individuals with disabilities and pregnancy-related conditions as required by law. The law also requires that reasonable accommodations be made for employees' religious observances.

In order to implement this Policy, the County has appointed the Personnel Officer to ensure that the department programs and employees comply with all applicable Federal and State non-discrimination and affirmative action regulations, including, but not limited to:

- The Civil Rights Act of 1964, as amended
- The Rehabilitation Act of 1973
- The Vietnam Era Veteran's Readjustment Act of 1974
- The New York State Human Rights Law
- The Americans with Disabilities Act of 1990
- The Genetic Information Non-Discrimination Act
- The Age Discrimination in Employment Act
- The Pregnancy Discrimination Act

The Policy covers all policies and titles in the County, and includes all employment policies, practices and actions including:

- Recruitment
- Employment
- Disciplinary actions
- Layoff/Transfer
- Working Conditions
- Employee Salary and Benefits
- Reallocation
- Promotion
- Demotion
- Termination
- Selection for Training
- Any Other Terms and Conditions of Employment

All employees are expected to comply with both the letter and the spirit of these laws. All personnel should work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to promote understanding among our coworkers. Managers and supervisors are expected to make all employment decisions in accordance with this Policy and to ensure compliance with the policy in their areas of responsibility. The County also has a Policy Notice under the Americans with Disabilities Act, which is available on the Intranet or in the Personnel Department. Requests for reasonable accommodation should be made through the Personnel Department.

The County has a Policy and Complaint Procedure Regarding Discrimination and Harassment governing issues of discrimination with respect to applicants, employees, interns and non-employees, where applicable. A copy of this Policy is available on the Intranet or in the Personnel Department. If an employee feels that he or she has been discriminated against by a manager, supervisor or another employee, the employee should contact the Personnel Officer, who is the Equal Employee Opportunity Officer, at 607.547.4238. The Equal Employment Opportunity Officer has the authority to recommend to the Department Head that disciplinary action be taken against any employee who has committed an unlawful discriminatory act.

All complaints will be handled in confidence as allowed by law. No employee may retaliate against or harass any person for filing a complaint or cooperating in the investigation of a complaint. Such retaliation or harassment is unlawful and will be cause for legal action or disciplinary action up to and including termination.

Adopted: December 15, 1993 (Resolution #302 of 1993)

Revised by Personnel Officer: June 14, 2019