

EQUAL EMPLOYMENT OPPORTUNITY



PURPOSE

Durham County recognizes the importance of a diverse workforce in providing County services and applying equal employment opportunity (EEO) principles in all employment practices.

POLICY

It is the policy of Durham County to strictly adhere to the Merit principle in all its personnel transactions and provides equal employment opportunities to all employees and applicants for employment.

ELIGIBILITY

All County employees covered by the Personnel Ordinance, and all those pursuant to a Memorandum of Understanding.

DEFINITION

Merit Principle - The process of making employment decisions based on fair and equitable treatment without regard to political affiliation, nepotism, cronyism, race, color, religion, national origin, sex, marital status, age, or handicapping condition.

LEGAL REFERENCE

The County complies with nondiscrimination regulations under Title VII, Civil Rights Acts of 1964; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 and subsequent revisions; the Age Discrimination in Employment Act of 1967; Executive Order 11141, the Equal Pay Act, the North Carolina Labor Code, and other applicable statutes, ordinances and regulations.

PROCEDURE

Applicants

Michael M. Ruffin, County Manager

Signature:

Effective Date: January 20, 2014

The County will use all lawful measures to develop and support an affirmative environment in the recruitment of candidates for positions at all levels.

The County ensures that the job qualification requirements are related to the specific job and are consistent with business necessity and the safe performance of the job.

All employment opportunities will be advertised on the County's website. Position postings will state that the County is an Equal Opportunity Employer.

Employees

The County will recruit, hire, train, and promote people in all jobs without regard to race, color, religion, national origin, gender (unless gender is a bona fide occupational qualification), gender identity or expression, sexual orientation, citizenship status, age, genetic information, marital status, disability, or history of disability (except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position even with reasonable accommodations), or status as a veteran in accordance with applicable federal, state and local laws or other protected characteristic.

The County will ensure that all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training will comply with EEO principles.

Subcontractors, Vendors and Suppliers

Subcontractors, vendors and suppliers are notified in writing of and requested to comply with the County's EEO policy.

An equal opportunity clause will be inserted in all purchase orders, leases, and contracts as required by applicable law.

RESPONSIBILITY

It is the responsibility of Durham County supervisors and managers to uniformly administer, communicate, and ensure compliance.

It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.

It is all employees' responsibility to comply with policy guidelines.

Any violation or policy misuse will result in disciplinary action up to and including dismissal.