



<input type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

Clackamas County Policy

Name of Policy	Equal Employment Opportunity Policy	Policy #	EPP 1
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	12/31/92
Policy Owner Position	Human Resources Director	Approved Date	06/11/20
Approved By	Gary Schmidt, County Administrator	Last Review Date	09/07/07
Signature		Next Review Date	07/01/23

I. PURPOSE

To affirm the County’s commitment to Equal Employment Opportunity and Non-Discrimination. The County is committed to creating and maintaining an environment in which each person is valued and respected without regard to protected class status and that fosters inclusion of under-represented groups in the workplace.

SCOPE

This policy applies to the following: elected officials; employees including part-time, limited term temporary and seasonal; unpaid interns; volunteers; applicants, and contractors doing business with the County.

II. AUTHORITY

- This policy is established by the County Administrator’s administrative rule-making authority pursuant to County Code 2.09.060.E.
- The Human Resources Director in conjunction with the County Administrator have authority to enforce the policy.

III. GENERAL POLICY

The County’s policy is to ensure that equal employment opportunity exists for all applicants, employees, and interns without regard to race, color, religion, sex, national origin, age, marital status, political affiliation, source of income, familiar status, gender identity, gender expression, sexual orientation, physical or mental disability, veteran status, genetic information, or any other status protected by law. Equal opportunity and consideration will be given in all phases of employment, including recruiting, selecting, hiring, transferring, promoting, compensation and termination of employees.

The County will not tolerate retaliation against any individual who reports discrimination or harassment, or testifies, assists, or participates in any manner in such an investigation, proceeding, or hearing, regardless of the outcome of the harassment complaint.

IV. DEFINITIONS

Genetic Information: Includes information about an individual’s or individual’s family member’s genetic tests; family medical history; an individual’s request for, or receipt of, genetic services or participation in clinical research that includes genetic services; or genetic information of a fetus of a pregnant woman or family member, or embryo with respect to an individual using assisted reproductive technology.

Retaliation: Failing to treat a person who makes a complaint or has been a witness to an investigation impartially with regards to employment-related decisions, including but not limited to demotion, suspension, failure to promote or the provision of training opportunities, or any actions by any employee to ostracize, intimidate, ignore, demean or target any other person because they participated in a workplace investigation or otherwise engaged in protected activity.

V. PROCESS AND PROCEDURES

Clackamas County maintains a process for addressing complaints of discrimination, harassment, and retaliation. Complaints may be submitted either orally or in writing. Please see EPP 2: Discrimination and Harassment Free Workplace and Complaint Procedure for details on how to file a complaint.

On an annual basis the county monitors and reviews its hiring practices via EEO-Categories and protected class status to ensure fairness and representation. Equity, Diversity, and Inclusion are important principles and values as well and are codified by County resolution further affirming our commitment to equality and inclusion.

Recruitment, selection, and promotion of employees will be based on the employee's knowledge, skills, and abilities as they related to the requirements of the job, and will be administered without regard to any legally protected class except where there is a bona fide occupational qualification. All other aspects of human resources administration will be administered based on job-related criteria or seniority.

Clackamas County will periodically review recruitment and selection procedures and other processes for instances of perceived disparate impact on protected groups and will revise procedures and processes as appropriate to maintain equity.

VI. ACCESS TO POLICY

Access to this administrative policy shall be as follows:

- Filed in the County's policy management system.
- Posted to the County's intranet.
- Posted to the County's internet.

VII. RESOURCES

For questions related to this policy, please contact the Human Resources Department.

See also:

EPP 2 - Discrimination and Harassment Free Workplace and Complaint Procedure