

## **POSTING REQUIREMENTS**

There are several items that are required by either Federal or State law to be posted in a place conspicuous to all employees. The following posters must be prominently displayed in each job location or work site:

- \* Federal Equal Employment Opportunity poster
- \* Federal Minimum Wage poster
- \* State Minimum Wage poster
- \* State Parental Leave poster
- \* State Pregnancy Leave poster
- \* OSHA Safety and Health Protection poster
- \* State Workers' Compensation notice
- \* State Unemployment Insurance notice

The County also requires the following postings:

- \* Equal Employment Opportunity policy statement
- \* Sexual Harassment policy statement
- \* Political Activity statement

We are asking supervisors at each job site to assist us in auditing employment postings and make sure that the eleven (11) items listed above are displayed and current. Copies of the County postings are attached. For additional copies of the Federal and State postings please contact the Personnel Division at (503) 655-8459.

Thank you for your attention to this matter.

### **INTERNET LINKS**

County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)

Attachments



## ATTENTION ALL PUBLIC EMPLOYEES

The restrictions imposed by the law of the State of Oregon on your political activities are that, “No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum, or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views”.

The Personnel Ordinance states that employees shall strive to, “refrain from engaging in political activities during working hours if the employee is a non-elected County employee. Elected and non-elected County employees must not solicit participation of non-elected County employees in political activities during working hours”.

It is therefore the policy of the State of Oregon and of Clackamas County that you may engage in political activity except to the extent prohibited by law when on the job during working hours.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Clackamas County to adhere to equal employment opportunity and affirmative action as a basic element of human resources management. Discrimination in a personnel action on a basis unrelated to the job is prohibited. Employment and promotion decisions in County service shall be made in accordance with the principles of equal employment opportunity. State and federal law prohibits discrimination on the basis of race, color, sex, age, religion, national origin, marital status, physical or mental disability, family relationship and other protected-class status. Exception to this law must constitute a bona fide occupational qualification, reasonably necessary for the safe and efficient operation of the organization.

The Board of County Commissioners has adopted an affirmative action plan and program which is set forth in a separate document and is available throughout County facilities. The Affirmative Action Plan/Program outlines how the County plans to overcome identified barriers and how it plans to integrate its workforce so that it is representative of its surrounding community. All employees are encouraged to familiarize themselves with the Board's affirmative action policies. The Affirmative Action Plan commits all employees of Clackamas County to support the Board of County Commissioners, policy regarding equal employment opportunity.

Any employee or applicant for employment may file a written complaint alleging discrimination or unlawful employment practice(s) or violation of equal employment opportunity with the Director of Employee Services who will investigate the charge within thirty (30) days. The Director of Employee Services may also initiate an investigation should such an alleged practice come to his/her attention.

At the conclusion of the investigation, the Director of Employee Services shall make recommendations to correct any practices found to be in violation of this policy. Notice of the recommendation shall be forwarded to the Department Director. If the finding of the investigation is that there has been a violation of this policy, the Director of Employee Services will attempt to resolve the complaint. Under the law (ORS Chapter 659), individuals are protected from retaliation, disparate treatment, adverse impact and harassment. Every effort will be made to preserve confidentiality consistent with conducting a thorough investigation.

Dated this 1st day of July, 2003

### BOARD OF COUNTY COMMISSIONERS

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Bill Kennemer, Commissioner

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Martha Schrader, Commissioner

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Larry Sowa, Commissioner

## HARASSMENT POLICY STATEMENT

It is the policy of Clackamas County to maintain a work environment which is free of harassment based on race, color, age, religion, sex, or national origin. This policy includes harassment between supervisors and subordinates and between coworkers. Maintaining a harassment free work environment is the responsibility of all employees. All employees should take reasonable steps to prevent such harassment from occurring.

Sexual Harassment is a form of sex discrimination under federal and state law. The Equal Employment Opportunity Commission guidelines define sexual harassment to include unwelcomed sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature when:

1. Submission to sexual advances is a condition of employment; or
2. Submission or rejection is the basis of an employment decision (tangible job benefits, promotion, retention, performance evaluation, etc.); or
3. When the conduct unreasonably interferes with the affected person's work performance or creates an intimidating, hostile, or offensive work environment.

Department managers and supervisors, male or female, should not use their authority to solicit sexual favors. Neither submission to or rejection of such conduct, by an individual, shall be used as the basis for employment decisions affecting that individual. Department managers and supervisors shall not allow conduct that creates an intimidating, hostile or offensive work environment. Included in forbidden conduct are lewd gestures, sexually offensive language or sexually offensive behavior. Failure to adhere to this policy will result in disciplinary action up to and including termination.

Employees or applicants for employment who experience behavior in violation of this policy are urged to contact their supervisor, another County supervisor or the Director of Employee Services. A thorough investigation of the facts will be promptly conducted. If evidence supports such a complaint, immediate, appropriate and corrective action will be taken. Under the law (ORS Chapter 659), individuals are protected from retaliation, disparate treatment, adverse impact and harassment. Every effort will be made to preserve confidentiality, consistent with conducting a thorough investigation.

Dated this 1st day of July, 2003

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