

Date of Issue: September 2011	County of Lebanon	Effective Date: August 25, 2011
Supercedes: N/A		Prepared by: Department of Human Resources and Employee Benefits
Scope of Coverage: To all employees		Distribution: To Elected Officials, Department Heads and employees via interoffice mail

Policy Statement:

It is the policy of the county of Lebanon to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation, or disability.

Purpose Statement:

The purpose of this policy is to provide the guidelines necessary for the County of Lebanon to actively comply with Equal Employment Opportunity regulations. The County of Lebanon is committed to Equal Employment Opportunity and to reducing and eliminating any artificial barriers which unintentionally screen people from County employment. It is also the intent of the County to utilize the maximum level of education, training, and skills of all of its employees.

Scope:

This policy applies to all County employees. Certain County employees are subject to the provisions of prevailing collective bargaining agreements. Provisions of such collective bargaining agreements shall be followed if there is a conflict between this policy and such provisions.

Definitions:

Equal Employment Opportunity Plan: management tool designed to ensure Equal Employment Opportunities. The Equal Employment Opportunity Plan is an analysis and review of the existing workforce as well as newly hired employees compared to existing labor market supply of qualified female and minority applicants. The plan helps to seek and prevent any disparity between the available labor force and the existing County workforce.

Parties and their Roles:

- A. All employees who make decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination for employees are responsible for adhering to the County of Lebanon Equal Employment Opportunity Policy/Plan, and ensuring that all employment practices are free from discriminatory factors.

- B. The responsibility of Elected Officials/Department Heads and other designated employees responsible for employment practices include, but are not limited to the following:
 - 1. Provide training and development for all employees without regard to age, sex, race, color, religion, national origin, political affiliation, marital or veteran status, sexual orientation, or disability.
 - 2. Assist in identifying problem areas and establishing goals and objectives. A problem area exists when an area of recruitment, selection, compensation, training, etc. does not meet the standards consistent with equal employment goals.
- C. The Director of Human Resources has the overall responsibility for implementation of the County of Lebanon's Equal Employment Opportunity Plan, with specific responsibilities assigned to other designated persons. The responsibilities of the Director of Human Resources include, but are not limited to the following:
 - 1. Coordination of equal employment efforts.
 - 2. Research and development of the County's Equal Employment Opportunity Plan and statistics.

Actions/Procedures:

- A. General Procedures:
 - 1. Recruitment for candidates will include actively seeking qualified individuals by:
 - a. Maintaining consistency in advertising the availability of employment to all sources of recruitment, both internally and externally.
 - 2. All personnel activity, including referrals, transfers, promotions, terminations and compensation will be monitored on a regular basis to ensure that all practices are nondiscriminatory.
 - 3. The County of Lebanon is not limited to efforts identified in the Equal Opportunity Plan. If appropriate, or as required by specific programs, supplements to the Plan should be developed by individual offices or agencies as required.
- B. Actions for Identifying and Correcting Problem Areas:
 - 1. Upon identification of a problem area, the Director of Human Resources shall be notified.
 - 2. The Director of Human Resources and other designated staff will develop a set of goals to correct the problem and set forth a timeframe in which to accomplish those goals.
 - 3. The goals will be monitored on a scheduled basis during the course of the timeframe that is set.
 - 4. At the end of the set timeframe, the Director of Human Resources or other designated staff will determine the effectiveness of the goals. If the area of employment is still considered to be a problem area, new goals and timeframes will be set.

Dissemination of the Equal Employment Opportunity Plan

The County of Lebanon's Equal Employment Opportunity Plan will be disseminated both internally and externally.

- 1. The County Policy on Equal Employment Opportunity will be discussed with each new employee during his/her Orientation Session.

2. The County of Lebanon's Equal Employment Opportunity Plan will be readily accessible to the public and to all agencies that conduct business with the County, including the Human Resources page of the County website, www.lebcounty.org, the Human Resources Bulletin Board at the Municipal Building, posted within each department that is visible to all employees, and to employment agencies.
3. The County of Lebanon's Equal Employment Opportunity Plan will be readily accessible to all County employees within the County Handbook.

Open Door Policy

The County of Lebanon maintains an "open door" policy for anyone who feels they have been discriminated against on the basis of race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation or disability.

To report a discrimination complaint:

1. Immediately discuss the situation with your Supervisor and/or Department Head. If your Supervisor and/or Department Head is not available or you feel it is not appropriate to discuss the matter with him/her, contact the County of Lebanon Human Resources Department and/or the Cedar Haven Human Resources Department and/or the County Administrator and/or the Cedar Haven Administrator and/or the Cedar Haven Assistant Administrator and/or any affiliated Union representative and/or any County Commissioner and a resolution will be sought.
2. If you are not satisfied with the outcome of the resolution, you may file a written complaint with the County of Lebanon Director of Human Resources, and/or Cedar Haven's Director of Human Resources, The PA Human Relations Commission, Harrisburg Regional Office, Riverfront Office Center, 5th floor, 1101-1125 South Front Street, Harrisburg, PA 17104, Telephone (717)787-9784 (voice), (717)787-7279 TTY and www.phrc.state.pa.us and the Equal Employment Opportunity Commission, Philadelphia District EEOC Office, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127, Telephone 1-800-669-4000, Alternate Telephone 1-866-408-8075 and fax (215)440-2606.

Date adopted: 8/25/11

Reviewed and approved by:

Larry E. Stehler
Larry E. Stehler, County Commissioner

8.25.11
Date

William G. Carpenter
William G. Carpenter, County Commissioner

8-25-11
Date

Jo Ellen Litz
Jo Ellen Litz, County Commissioner

8.25.11
Date

Jamie A. Wolgemuth
Jamie A. Wolgemuth, County Administrator

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Date

Adrienne C. Snelling
Adrienne C. Snelling, County Solicitor

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Date