

OGEMAW COUNTY

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

A. Statement of Policy

To further the provisions of equal employment opportunity to all persons without regard to their race, color, religion, sex, or national origin and to promote the full realization of equal employment opportunity through a positive continuing program, it is the policy of this County to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, sex, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training.

B. Responsibility for the Program

The Ogemaw County Board of Commissioners will personally oversee the program and will appoint Edwin D. Ostrander as the Equal Employment Opportunity Officer (hereinafter referred to as the EEO Officer) to carry out the program. The EEO Officer is hereby given full authority to carry out the program and is given the responsibility to:

1. Develop policy statements and internal and external communication procedures.
2. Serve as liaison between County, government regulatory agencies, minority and women's organizations and other community groups.
3. Assure that current legal information affecting affirmative action is disseminated to responsible officials.

C. Dissemination of Policy

1. All Department Heads and elected officials of Ogemaw County will be made fully cognizant of the County's equal employment opportunity policy. To assure that the above agreement will be met:
  - a. Periodic meetings of Department Heads and elected officials will be conducted, at which time the County's equal employment opportunity policy will be reviewed and explained. The meetings will be conducted by the EEO Officer or other knowledgeable county official. Furthermore, the County will maintain a working environment free of harassment, intimidation, and coercion.
2. In order to make the County's equal employment opportunity policy known to all employees and prospective employees:

- a. Notices and posters setting forth the County's equal employment opportunity policy will be placed throughout the County Building and in all advertisements for employment a notice "An Equal Opportunity Employer" will appear.

D. Personnel Actions

1. Wages, working conditions, and employee benefits shall be established and administered, and personnel action of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination will be taken without regard to race, color, religion, sex, or national origin.

E. Records and Reports

1. The County will keep such records as are necessary to determine compliance with its equal employment opportunity obligations.
2. All such records will be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the state and federal governments.

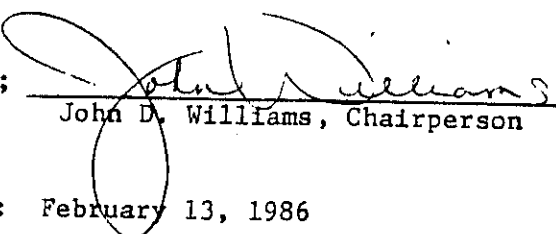
F. Nonsegregated Facilities

All employee facilities provided by Ogemaw County shall be non-segregated. These include but are not limited to such items as rest areas, parking lots, drinking fountains, and all other such common facilities. Toilets and necessary changing facilities will be such that privacy is offered to both males and females.

G. Handicapped

Relative to direct federal contracts, the County shall not discriminate against any employee or applicant for employment because of a physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified.

Signed;

  
John D. Williams, Chairperson

Dated : February 13, 1986

Adopted by the County Board of Commissioners on Feb. 13, 1986 and recorded in Commissioners Volume 11 on Page 267-268.