

Fayette County

Equal Employment Opportunity Plan

2024

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1. Purpose:

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Fayette County's workforce in which under representation occurs in proportion to availability in the labor force, and to devise and implement programs and timelines to pursue goals to achieve equitable representation. This plan covers all political sub-divisions within Fayette County.

2. Equal Employment Opportunity (EEO):

Fayette County is an equal employment opportunity employer and believes that every employee has the right to work in surroundings free from unlawful discrimination.

Fayette County seeks a workforce representative of the surrounding community, and will not discriminate against any employee in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religious creed, color, national origin, sex, age, sexual orientation, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. Fayette County will make reasonable accommodation for qualified individuals if it can do so without undue hardship.

All activities related to employment such as: recruitment, selection, salary administration, working conditions, benefits, application of policies, transfer, promotion, demotion, layoff, recall, termination and training shall be conducted in a non-discriminatory manner (except as required by a bona fide occupational qualification). Therefore, as openings occur, applicants will be allowed to advance within the County in accordance with their skills, abilities, and experience.

The policies of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Fayette County premises who are employed by temporary agencies and any other persons or companies doing business for or with the County.

It is the policy of Fayette County to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

3. Diversity:

It is the policy of Fayette County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Fayette County's EEOP is a tool to ensure equal opportunity in all phases of county programs, employment, recruitment and post employment activities.

This diagnostic tool is used to evaluate the workforce and compare it with the composition of the relevant labor pool outlining practical steps in which to address under utilization of specific groups in all departments and offices throughout the county.

Fayette County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Fayette County will promote and afford equal treatment and service to all employees and citizens.

Fayette County commits to:

- Recruiting, hiring, training, and promoting people in all job classifications without regard to race, color, religion, sex, sexual orientation, national origin, disability, veteran status or any other non-job-related characteristic.
- Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training and education are administered in a nondiscriminatory manner.

4. Grievances:

Employees of and applicants to Fayette County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation or hearing or have otherwise sought to obtain their legal rights related to any federal, state or local law regarding EEO. Any employees of applicants who feel that they have been subject to such behavior because of their EEO status may file a grievance.

Grievances may be made to the appropriate department head/elected official or the Human Resources Director. All grievances shall be investigated immediately. While Fayette County can not guarantee complete anonymity, it will maintain confidentiality to the extent possible.

Harassment based on the protected classes described in the EEO policy and EEOP is a violation of federal and state law. Harassment is prohibited in all Fayette County workplaces and while conducting work for the County.

Retaliation and/or harassment against an employee who files a grievance and any witnesses to an investigation is strictly prohibited.

Violators of this policy shall be subject to discipline up to and including termination.

5. Administration:

The Fayette County Board of County Commissioners shall be ultimately responsible for the progress of this plan. They shall support the plan's intent and review its progress every year in cooperation with the Human Resources Department and ADA Coordinator (American Disabilities Act).

The Human Resources (HR) Department and ADA Coordinator shall be responsible for the administration and maintenance of the plan.

HR and ADA shall be responsible for:

- Conducting a continuous review to ensure that County personnel processes meet EEOP requirements
- Internal and external communications regarding protected classes
- Reviewing and updating the EEOP plan every three years
- Receiving and investigating complaints against the County
- Implementing an audit system that will: (1) measure the effectiveness of the EEOP; (2) indicate the need for any remedial action; and (3) determine the degree to which the County's objectives have been met
- Serving as liaison between Fayette County and enforcement agencies
- Reviewing employment related requests prior to approval/acknowledgement by the Board of County Commissioners.

Department heads/elected officials are responsible for knowing the plan and promoting equal opportunity at Fayette County. All personnel actions shall conform to applicable policies/procedures and the EEOC, the basic purpose of which is to further the utilization of the underrepresented with respect to the terms of benefits and privileges of employment, etc. It is expected that all elected officials, department heads and supervisory personnel:

Assist in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary

Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur

Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities

All employees are responsible for being aware of the plan's intent and cooperating fully in making it a success.

6. Dissemination:

This plan shall be disseminated by the following methods:

Internal:

- Equal Employment Opportunity posters shall be posted appropriately throughout County facilities
- Non-discrimination clauses included in union contracts
- Fayette County Personnel Policies and Procedures Guide available from the Human Resources (HR) Office, Fayette County web page and through each department
- A summary of the plan at all new employee orientations
- Send notification to all employees upon plan updates.
- Periodic re-emphasis to department heads/elected officials of EEO policy through standard communications and appropriate reports

External:

- Provided to the public upon request
- Linked to the Fayette County web page
- Applications and announcements for employment shall contain an EEO policy statement “Equal Opportunity Employer” or “EEO”
- All recruiting sources, including State employment agencies, minority and female organizations, educational institutions and social service agencies shall be informed of Fayette County’s policy concerning the employment of the underserved populations including qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities
- Contractors or agencies providing personnel services shall be notified in writing of the County’s policy and a request shall be made for their EEO policy, as well
- All contractors shall be notified of Fayette County’s EEOP including the employment of qualified individuals with disabilities and qualified protected veterans
- All employment openings shall be posted with the appropriate office of the State Employment Service
- All requests for bid and proposals will contain EEO language. Federally funded bids will include non-discrimination requirements in the selection of sub-contractors and encourage solicitation of quotes from Disadvantaged Business Enterprises.

Requests for this plan, questions and concerns may be directed to:

Fayette County
Department of Human Resources
401 N. Central Ave.,
Connersville, IN 47331 or by calling (765) 825-8987

7. Labor Market Analysis:

The Fayette County EEO plan includes: analysis of the county workforce and community labor market; identification of specific areas of underutilization; objectives to overcome those underutilizations; and steps the county will take to achieve the plan's objectives.

Fayette County's primary objective is to eliminate all underutilizations and increase representation of all races, genders and ethnicity groups to better reflect the local labor market. The County's objectives shall focus on significant underutilizations and will be to encourage equal employment opportunities for all races.

8. Steps to Reach Objectives:

- a) Provide information and training to department heads and elected officials regarding diversity in the workforce, this EEOP and alternative recruitment resources such as women and minority groups.
- b) Create annual reports on the minority status of applicants, new hires, interviewed, disciplined and terminated employees. The reports will be reviewed for areas of concern regarding equal employment opportunity.
- c) Review applicant flow data and advertising practices
- d) Advertise job openings in newspapers, journals, electronic media and web sites that target specific diverse populations. This includes providing recruitment materials to outreach organizations.
- e) Review pre-employment materials to ensure information requested is job related.
- f) Evaluate selection methods to identify any disparate impact and ensure they are based on job necessity.
- g) Include the phrase ("Equal Employment Opportunity Employer" or "EEO" on all employment advertisements.
- h) Place recruitment advertisements, as appropriate.

9. Auditing and Reporting:

Fayette County's audit and reporting system is designed to evaluate personnel activities; identify problem areas and measure the effectiveness of the EEOP. The following activities are reviewed by a combination of elected officials, department heads, and Human Resources to ensure nondiscrimination and equal employment opportunity for all:

- Recruitment materials and procedures
- Personnel actions such as hiring, termination, layoff, promotion, etc.
- Compensation
- All forms of leave granted to employees
- Training
- Other conditions and/or privileges of employment

Documents maintained as a part of Fayette County's audit process included:

- Applicant flow logs showing the name, race, gender, date of application, job title, interview status and action taken for all applicants. This includes totals for applicants by race and gender
- Summary of job offers, hires, promotions, resignations, terminations and layoffs by job group, gender and minority group
- Maintenance of employment applications in accordance with the State of Indiana and Fayette County Retention Schedule
- Records related to the County's compensation system.

An annual report will be compiled by the Human Resources Department concerning applicant flow and progress toward its objectives stated in the EEOP. Comments shall be solicited from department heads and elected officials, as well as any EEO problem areas. The report will be filed with the County Commissioners and all required federal, state and local agencies.