



County of Ottawa

EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. POLICY

The County is an Equal Opportunity Employer and will not discriminate with regard to religion, race, color, national origin, age, sex, height, weight, marital status, disability in treatment or genetic information, employment actions or access to programs and activities. Individuals who believe that they have been unlawfully discriminated against may file a complaint with the County Human Resources Director, who is designated as the EEO/ADA/Section 504 Compliance Officer. In the event of an alleged act of discrimination caused by the County Human Resources Director, the report shall be made to the County Corporation Counsel or to a member of the County Board. The County will ensure that a prompt and equitable resolution of the complaint is achieved. Each County supervisor, department head and elected official is required, as part of their overall job duties, to apply and enforce this policy.

II. STATUTORY REFERENCES

Title VII of the Civil Rights Act, 42 U.S.C. § 2000 et seq
Age Discrimination in Employment Act as modified by the Older Workers Benefit Protection Act of 1990 (ADEA)(29 U.S.C. § 621 et seq)
Americans with Disabilities Act, 42 U.S.C. § 12101,
Rehabilitation Act, 29 U.S.C. § 701 et seq,
Genetic Information Nondiscrimination Act of 2008
Michigan's Elliott-Larsen Civil Rights Act (MCL 37.2101 et seq),
Michigan's Veteran's Preference Act (MCL 35.401 et seq),
Michigan's Persons with Disabilities Civil Rights Act (MCL 37.1101 et seq)

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Ottawa County Equal Employment Opportunity Report – 2007

Board of Commissioners Policy Adoption Date and Resolution Number: December 9, 2014; B/C 14-237

Board of Commissioners Review Date and Resolution Number: November 25, 2014; B/C 14-235

Name and Date of Last Committee Review: Planning and Policy Committee November 13, 2014

Last Review by Internal Policy Review Team: October 13, 2014



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IV. PROCEDURE

A. Investigation of Discrimination

1. Upon receipt of a complaint of harassment or discrimination, the County shall conduct a prompt and complete investigation and shall attempt to resolve the problem in an informal manner through the following steps:
 - a. Interview the complainant and document the interview.
 - b. Request the complaint be put in writing, if possible.
 - c. Obtain names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
 - d. Interview the accused and document the interview.
 - e. Re-emphasize the County's policy regarding discrimination without making judgments at this stage.
 - f. Keep the identity of the complainant confidential, if possible.
 - g. Interview all witnesses identified by the parties and document the interview.
 - h. Review all files necessary for any history or reference of prior problems.
 - i. Make a determination on the merits of the complaint.

B. Complaint Resolution

1. If the investigation shows that the complaint is without merit, the following action will be taken:
 - a. The investigation will be closed.
 - b. The investigating officer's findings and reasons for them will be discussed with the complainant.
 - c. Consideration will be given to disseminating the results of the investigation to employees who have knowledge of it.
 - d. The County's policy regarding discrimination and the mechanism for complaint resolution will be reiterated to all employees involved in the investigation.



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- e. All documentation regarding the complaint and the investigation will be maintained in a separate file in the event that subsequent litigation arises out of the incident.
2. If the investigation shows that the complaint has merit, the following action will be taken:
 - a. The investigation will be closed.
 - b. The investigating officer will confer with the Human Resources Director, or the County Administrator to determine what action is necessary to resolve the complaint and prevent recurrence, including consideration of possible remedial action.
 - c. The parties will be advised of the results of the investigation and the actions taken.
 - d. Appropriate disciplinary action will be imposed.
 - e. All actions will be documented and a record placed in the offender's permanent file.
 - f. The County's policy regarding discrimination and the mechanism for complaint resolution will be reiterated to all individuals involved in the investigation.
 - g. All documentation regarding the complaint and the investigation will be maintained in a separate file in the event that subsequent litigation arises out of the incident.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.