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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.24  
**EFFECTIVE DATE:** 11/05/98  
**REVISED:** 12/19/02, 06/05/03  
09/01/11, 11/03/11  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** SM  
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**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

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- I. PURPOSE:** To establish a policy to ensure equal employment opportunity with the County and to outline procedures for action in case of violation complaints.
- II. POLICY:** It is the policy of the County, Towns and the Districts to ensure equal employment opportunity for all employees. This commitment includes a mandate to promote and afford equal treatment and services to the public, employees and County representatives, and to ensure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, gender identity or expression, sexual orientation, political affiliation, Nevada National Guard membership, pregnancy, ancestry, veteran status, domestic partnership, genetic information, or the presence of any sensory, mental, or physical disability unless such disability prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship.
- A. GOALS AND OBJECTIVES:**  
The goals and objectives of the EEO policy are as follows:
1. Ensure fair treatment and nondiscrimination in County, Town and District hiring and employment.
  2. Provide compliance with state and federal equal opportunity requirements and regulations.
  3. Provide a basis for encouraging those who do business with the county to practice equal employment opportunity.
- B. PROGRAM RESPONSIBILITY:**  
The Administrative Services Director or designee shall serve as the Equal Employment Opportunity Officer to carry out the equal employment opportunity policy and program. The Human Resources Manager and the District Attorney's office shall advise and assist staff and management personnel in all matters regarding implementation of the compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies. The Human Resources Manager will have responsibility to examine existing

internal policies or procedures that may serve as barriers to implementing the equal employment opportunity program.

**C. COORDINATION WITH APPLICABLE LAWS:**

The Human Resources Division shall:

1. Cooperate in special compliance reviews or in investigations as requested.
2. Furnish information as required, maintain an affirmative action file detailing out efforts, with dates, to meet its commitments under executive Order NO. 11246.
3. Include a non-discrimination clause in standard County, Town and District agreements.

**III. PROCEDURE:**

**A. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES:**

The Human Resources Manager shall undertake the following actions to ensure equal employment opportunities in the county:

1. Periodically review all position qualifications and job descriptions to ensure requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the essential tasks to be performed.
2. Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a nondiscriminatory basis.
3. Inform and provide guidance to staff and management personnel who make hiring decision to that all applications for selection, promotion and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, sex marital status, age, gender identity or expression, sexual orientation, political affiliation, Nevada National Guard membership, pregnancy, ancestry, veteran status, domestic partnership, genetic information, or the presence of a sensory, mental, or physical disability unless such disability prevents the performance of essential duties and functions required by the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship.
4. Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring.
5. Provide orientation for all new employees specifically emphasizing how the County assures equal opportunity.
6. Appropriate information shall be provided regarding the EEO policy. Application for employment will include an EEO clause.

**B. EMPLOYEE DEVELOPMENT:**

The following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

1. Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, transfer and emotion, layoffs, and termination of employees.

**C. EEO GRIEVANCE PROCESS:**

The following steps shall be taken for any grievance or complaint arising from the implementation of this program. Any individual may inquire as to his/her rights and responsibilities under civil rights legislation or executive orders. Such inquiries will not be treated as formal complaints and will be kept in strict confidence between the E.E.O Officer or other management representative contacted, and the person making the inquiry. A complainant wishing to meet with the Human Resources Manager and/or the District Attorney office on their own behalf, on County time will not lose pay. Employees covered by a bargaining unit agreement may be encouraged to use the outlined grievance procedure in seeking relief from alleged discriminatory practices. Employees may elect to bring a grievance through either the procedure outlined in this policy, or the procedure in their bargaining unit agreement, but not both.

1. An individual wishing to make a formal complaint shall submit signed written documentation outlining the grievance with the Human Resources Manager or the District Attorney staff. This documentation must include the following information:
  - The full name, telephone and job title (if employee) of the complainant.
  - A clear and concise statement of the facts of the alleged unlawful practice, including the individual's name responsible for the alleged violation, if applicable.
  - The date(s) of the alleged violation.
  - The remedy sought.
2. If the complainant wishes to withdraw the complaint at any time, a written statement must be submitted to the Human Resources or District Attorney's office, the reason for the withdrawal.
3. The Human Resources Manager and the District Attorney's office will work tighter in investigate the complaint and determine if a violation has occurred. The County shall make every reasonable effort to reach its finding and make recommendations to resolve complaint within thirty working days of the date of the complaint is received.
4. The applicable department cited in the complaint will be notified of the allegation and be provided with an opportunity to respond. This response shall be in writing and submitted to the Human Resources Manager within three days of receipt. An investigation shall then be initiated which the alleged violation occurred.

5. Once the investigation is concluded, the Human Resources Manager and the District Attorney's office shall determine whether or not there is reasonable cause to believe that a violation occurred. A written summary of the findings and recommendations shall be forwarded to the applicable Department Head/Elected Official and County Manager. The Human Resources Manager will notify the complainant of the final disposition. If the allegation is determined to be valid, the final report will include minimum remedy (what is necessary to resolve the discriminatory practice), and recommended procedural or policy changes to help prevent such a violation from reoccurring. If it determined that the allegation is not validated, the complaint shall be closed.
6. Upon receipt of the summary findings and recommendations, the respondent department will have the opportunity to present any additional evidence that would challenge the conclusions. The Human Resources Manager and the District Attorney's office shall attempt to resolve all complaints by mutual agreement with the respondent department. If an agreement as to the conclusion and remedies cannot be reached between the respondent department and the investigating offices, a final determination will be decided by the Board of County Commissioners.
7. The respondent department shall report in writing to the Human Resources Manager the status of the implemented resolution to the complaint within ten days of the final determination.
8. Information provided during an investigation will be confidential between the investigating staff and the person making such statements, except as necessary for inclusion in the final findings and summary of the grievance.

#### IV: PROHIBITION AGAINST RETALIATION

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. The **employer** will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the EEO Officer (Human Resources Manager) or the alternate. The **employer** will promptly investigate and deal appropriately with any allegation of retaliation.

11/03/11