EQUAL EMPLOYMENT OPPORTUNITY PLAN

I. POLICY STATEMENT

It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.

II. DISSEMINATION AND COMMUNICATION

This Policy Statement will be made available to employees, applicants and organizations outside the County through employee policy handbook on the Bay County Intranet, posting in conspicuous locations, the Bay County website and statements on recruitment documents.

Elected officials, managerial and supervisory personnel will be advised of this Policy through meetings and/or training, with emphasis on individual responsibilities for implementation of the Policy.

III. IMPROVEMENT OBJECTIVES AND ACTION STEPS

A. Gather enough data to fairly reflect the race and sex of all employees in an effort to improve recruitment and retention of a diverse workforce.
    a. Since data has not been properly gathered, it is essential that we gather and compile equal employment opportunity (EEO) data.
        i. Applicants will have the option of completing an Equal Employment Opportunity data form. This information will be maintained in a confidential database.
        ii. Current employees will be emailed on a quarterly basis asking for voluntary responses disclosing their race and sex. If a current employee responds to the quarterly email, that information will also be kept in a confidential database.
    b. Applicant data will be used for reporting EEO information for applicants and will be stored and used as employee data if they are hired.

B. Gather data on recruitment, applicant screening, hiring, promotion, termination, transfer and discipline in order to be compliant with 28 C.F.R. §42.301-.308.
    a. The Personnel Department will maintain records of promotion, termination, transfer and discipline that have not previously been maintained.
    b. All Bay County Departments will be asked to report any disciplines to the Personnel Department on a quarterly basis.

C. Gather data on the formal and informal training of employees in order to insure that equal employment opportunity is being afforded in all job categories.
    a. All Bay County Departments will be asked to submit formal and informal training reports of all employees to the Personnel Department on a quarterly basis.
    b. The Personnel Department will maintain records of formal and informal training of employees.

IV. EMPLOYMENT PRACTICES

A. RECRUITMENT

Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting screening and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

a. Posting of vacancy(s), internally or externally (e.g., targeted newspapers, trade, professional and other journals, email, Internet).
b. Contacting universities, colleges, schools and professional organizations.
c. Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs).
d. Referral agencies (e.g., state/local employment agencies, private agencies).

B. HIRING

Bay County will make hiring decisions based upon an evaluation of its workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

C. PROMOTIONS

In accordance with the principles of equal employment opportunity, Bay County will 1) promote employees based on experience, training and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities with the department, e.g., training programs (internal and external) and tuition reimbursement (if available).

V. CONTACT INFORMATION

A. If you have any questions, please contact Tim Quinn, Director of Personnel and Employee Relations & Corporation Counsel at (989) 895-4096.