

2.01 Equal Employment Opportunity

It has been the policy of the Leon County Board of County Commissioners to subscribe to the principle of Equal Employment Opportunity. This policy reaffirms the commitment and is implemented to ensure that:

In accordance with applicable local, state, and federal laws, as amended from time to time, Leon County prohibits discrimination in employment, including hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, based on an individual's protected status, including race, color, religion, sex, sexual orientation, national origin, age, disability, ancestry, marital status, pregnancy, familial status, gender, gender identity or expression, or genetic information.

Chapter 9, Code of Laws of Leon County, Florida, as amended, prohibits employment practices that discriminate on the basis of age, race, color, religion, national origin, ancestry, disability, marital status, familial status, sex, gender, gender identity or expression, or sexual orientation. The law applies to persons who have five or more employees.

Florida laws, as amended, prohibit employment practices that discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status (FL Stat. Sec. 760.01 (2014), which covers employers with 15 or more employees), sickle-cell trait (FL Stat. Sec. 448.075 (2014)) and knowledge or belief that the individual has taken a human immunodeficiency virus (HIV) test or the results or perceived results of such test unless the absence of HIV infection is a bona fide occupational qualification of the job in question (FL Stat. Sec. 760.50 (2014)).

Federal laws, as amended, that prohibit employment practices that discriminate include:

Title VII of the Civil Rights Act of 1964 (Title VII) - This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - This law prohibits employment discrimination based on genetic information about an applicant, employee, or former employee.

The Pregnancy Discrimination Act - This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Equal Pay Act of 1963 (EPA) - This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace.

The Age Discrimination in Employment Act of 1967 (ADEA) - This law protects people who are 40 or older from discrimination because of age.

Title I of the Americans with Disabilities Act of 1990 (ADA) - This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

Hiring of the Disabled

The following guidelines are followed by all departments of Leon County Government:

Physical standards for employment shall be fair, reasonable, and adapted to the realistic requirements of the job. These standards must reflect actual work conditions, hazards, and essential physical requirements of the job. Such standards shall not be used to eliminate Disabled persons from consideration. Reasonable accommodations will be made for the Disabled.

Employment decisions are made consistent with the principle of Equal Employment Opportunity.

All appointed officials, managerial and supervisory employees are responsible for supporting this policy and for the furtherance of the principle of Equal Employment Opportunity in all Human Resources matters.

Goals and objectives for the furtherance of the principle of Equal Employment Opportunity have been developed. These goals and objectives are periodically monitored.

The principle of Equal Employment Opportunity is applied to all other Human Resources activities including compensation, benefits, transfers, reassignments, promotions, demotions, layoffs, separations and disciplinary actions, as well as to education, training, social and recreational programs sponsored by Leon County Government.

2.01.1 Procedure: Equal Employment Opportunity

All discrimination claims reported to a supervisor or any other management member shall be submitted to the Employee Relations Coordinator.

The Employee Relations Manager will work with line management to investigate all the facts of the situation.

An analysis of the facts shall be completed by the Employee Relations Manager with the results going to the Human Resources Director, the Department/Division Director, and Administration. Should a recommendation(s) for corrective action be included, with approval of the County Administrator, the Human Resources Director will work with the Department/Division Director in implementing changes, when appropriate disciplinary measures will be taken.

In all cases, a final summary of findings will be provided to all involved parties. Claims of Discrimination may be filed directly with the Employee Relations Coordinator.