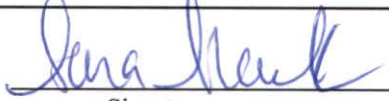


COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	<u>Human Resources</u> Department	 Signature
<u>AGENDA DATE</u>	January 14 th , 2025	
<u>SUBJECT</u>	<u>Chapter 15, Equal Employment Opportunity/Affirmative Action</u>	
<u>ACTION REQUESTED</u>	<u>Review new proposed and updated Chapter 15 Equal Employment Opportunity/Affirmative Action Program policy for Skamania County's Personnel Policy handbook.</u>	

SUMMARY/BACKGROUND

A County is typically required to review their Equal Employment Opportunity/Affirmative Action Program annually to ensure it remains effective and compliant with the regulations; this includes updating the plan as needed based on any changes in workforce demographics, legal requirements, or internal policies. Please see attached the current policy chapter and the proposed chapter to be compliant with requirements.

FISCAL IMPACT

None.

RECOMMENDATION

Please review and accept the amended changes to Chapter 15 of the Skamania County Personnel Policy Handbook

LIST ATTACHMENTS

Chapter 15-Current Equal Employment Opportunity/Affirmative Action Program
Amended Chapter 15-Equal Employment Opportunity/Affirmative Action Program

CHAPTER 15 – EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM

- The BOCC updated EEOC Policy 2019-000209 was not reflected in this version.

a. POLICY

Skamania County is an equal employment opportunity/affirmative action employer. Skamania County employs, retains, promotes, terminates, and otherwise engages in an employment-related context with all employees and job applicants on the basis of their merits, qualifications, and competencies. This Policy shall be applied without regard to any individual's sex, sexual orientation, gender identity, race, color, religion, national origin, pregnancy, age, marital or veteran/military status, medical condition, disability, or any other class or status protected under applicable law and including an employee's association with relatives, friends, or associates in any protected class. Skamania County shall have a fair and open selection process for hiring new employees and for promotions and the County shall endeavor to employ a workforce which is representative of the diversity of Skamania County residents.

b. PROGRAM

All positions will be staffed based upon employees' or applicants' merits, qualifications, and competencies, without regard to individuals' sex, sexual orientation, gender identity, race, color, religion, national origin, pregnancy, age, marital or veteran/military status, medical condition, disability, or any other class or status protected under applicable law, including an employee's association with relatives, friends, or associates in any protected class.

c. PROCEDURE

All Elected Officials, ~~and~~ Department Heads, and Managers will work with any and all agencies now available, or which become available, to help them identify:

- a. The range of available candidates representing all segments of the population; and
- b. Any possible recruitment activities which might assist the County in attracting candidates from diverse populations.

Within their respective department(s), Elected Officials, ~~and~~ Department Heads, and Managers will make a reasonable attempt to employ and develop a diversified workforce.

CHAPTER 15 – EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM

A. It is the policy of Skamania County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, gender identity, citizenship or immigration status, marital status, families with children, age, disability, veterans status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person. No individual shall be subjected to retaliation because they have exercised a right protected under the law such as complaining about discrimination or harassment or assisting with or participating in the resolution or investigation of such a complaint in the workplace. Any form of retaliation against a person who participates in a complaint or investigation is specifically prohibited, will not be tolerated, and will be subject to severe disciplinary action up to and including termination of employment. Skamania County reaffirms its policy of equal employment opportunity regardless of race, creed, religion, color, national origin, citizenship or immigration status, sex, age, sexual orientation, marital status, families with children, physical, mental, or sensory disability or veterans' status. Skamania County is committed to maintaining an environment free from discrimination, harassment and intimidation based on any status protected herein.

This policy applies to all levels and departments of County government including elected and appointed officials. Skamania County Appointing Authorities shall reasonably accommodate the needs of qualified disabled applicants and employees in compliance with the provisions of the Americans with Disabilities Act of 1991, Chapter 49.60 RCW, and other applicable laws. The Human Resources Administrator shall ensure that disabled persons have reasonable access to all employment processes and shall provide for interpreters (sign language), readers, or alternate testing methods in order to remove barriers to the employment of qualified disabled persons who otherwise meet the requirements of the classification sought.

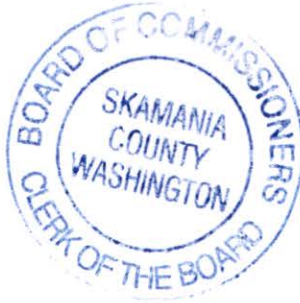
B. Employees and officials will be held individually accountable for complying with the provisions of this Chapter. Violations will not be tolerated and are subject to disciplinary action up to and including termination of employment.

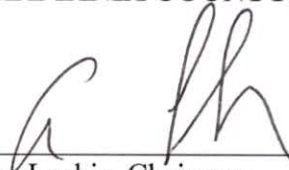
C. All elected and appointed officials must comply with this EEO Policy and are subject to appropriate disciplinary or corrective action for non-compliance. All elected and appointed officials must participate in and fully cooperate with any investigation of EEO complaints or charges of discrimination or retaliation.

Dated this 14th day of January, 2025.


ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**




Asa Leckie, Chairman


Brian Nichols, Commissioner


Lisa Sackos, Clerk of the Board


Rob Farris, Commissioner

Aye 3
Nay 0
Abstain 0
Absent 0