

Board of Lucas County Commissioners



TITLE: Equal Employment Opportunity Policy

POLICY NUMBER: 35b

RESOLUTION NUMBER: 2023-354

SUPERSEDES POLICY: 35a

EFFECTIVE DATE: April 11, 2023

PAGE: 1 of 2

I. SCOPE

This policy applies to all employees under the appointing authority of the Board of Lucas County Commissioners, subject, where applicable, to collective bargaining agreements, as well as applicants for employment in positions to be filled under the appointing authority of the Board of Lucas County Commissioners.

II. PURPOSE

The Board of Lucas County Commissioners is committed to providing equal employment opportunities to all applicants for employment and employees without regard to age (over 40), ancestry or national origin, race, color, marital status, physical or mental disability, pregnancy, sex, sexual orientation, gender, gender identification or expression, family medical history or genetic information, religion, political affiliation or belief, protected medical leave, veteran or uniform membership status, or any other considerations protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, health benefits, application of policies, and training.

III. POLICY

The Board of Lucas County Commissioners is committed to equal employment opportunity. It is the policy of the Board of Lucas County Commissioners to ensure:

- equal opportunity to all employees and applicants;
- that employees are selected and promoted based on merit and without discrimination;
- reasonable accommodations to employees and applicants with disabilities, sincerely held religious beliefs, observances, and practices, and physical or mental limitations due to pregnancy; and
- safeguards to protect employees and applicants from retaliation.

The Board of Lucas County Commissioners prohibits discrimination against individuals based on the protected categories defined above and it is the policy of the Board of Lucas County Commissioners to guard against any improper conduct in all its departments and to maintain a workplace for all employees free from discrimination, intimidation, humiliation, insult, ridicule, threats, or offensive physical or verbal abuse of a sexual or personal nature.

IV. MANAGEMENT RESPONSIBILITY

It shall be the responsibility of each agency or departmental Supervisor and Director to maintain their work place free of unlawful harassment, discrimination, or retaliation and to report any such incidents to the Department of Human Resources as soon as practicable. This duty includes discussing this policy with all employees and assuring them that they need not endure insulting, degrading, or exploitative treatment for any reason and informing employees of their right to file complaints about such conduct. Failure or neglect to perform this duty will result in disciplinary and remedial action as provided herein.

V. REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION

Employees and applicants who believe they are the victim of harassment, discrimination, or retaliation, or who are aware of or witness potential harassment, discrimination, or retaliation, are encouraged to immediately report the incident to the Department of Human Resources in accordance with the procedures set forth in the Anti-Discrimination Policy (#53) and Harassment-Free Work Environment Policy (#6b).

Reports may also be filed directly to the U.S. Equal Employment Opportunity Commission or the Ohio Civil Rights Commission.

**U.S. Equal Employment Opportunity
Commission, Detroit Field Office**
Patrick V. McNamara Building
477 Michigan Avenue, Room 865
Detroit, MI 48226
(800) 669-4000
www.eeoc.gov

Ohio Civil Rights Commission
30 East Broad Street
Columbus, OH 43215
(888) 278-7101
www.crc.ohio.gov

VI. DISCIPLINARY ACTION AND REMEDIAL MEASURES

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Individuals found to have violated this policy shall be subject to discipline up to and including termination depending on the circumstances of the case.

The Board of Lucas County Commissioners shall take action that is practicable and available at law against a non-employee or elected official found to have engaged in behavior contrary to this policy.

For further information and guidance please refer to:

- [Americans with Disabilities Act Policy \(Policy #15a\)](#)
- [Anti-Discrimination Policy \(Policy #53\)](#)
- [Code of Ethical Conduct Policy \(Policy #51\)](#)
- [Family/Medical & Military Family Leave \(Policy #8d\)](#)
- [Harassment-Free Work Environment \(Policy #6b\)](#)
- [Non-Retaliation Policy \(Policy #55\)](#)

DocuSigned by:

Jessica Ford

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Signature of County Administrator

4/12/2023

Date

Revision History: Policy #35, Resolution 08-515, Passed May 6, 2008
Policy #35a Resolution 12-428, Passed May 1, 2012