



MORGAN COUNTY, COLORADO  
BOARD OF COUNTY COMMISSIONERS

RESOLUTION 2018 BCC 06

RESOLUTION ADOPTING AN EQUAL EMPLOYMENT OPPORTUNITY PLAN

**WHEREAS**, Policy L of the Morgan County Personnel Policy Manual provides a statement of Equal Opportunity for County employment.

**WHEREAS**, Policy L of the Morgan County Personnel Policy Manual states "Morgan County does not discriminate against any employee in appointment, hiring, promotion, dismissal, or any other term or condition of employment because of political affiliation, race, color, age, national origin, religion, gender, gender identity, sexual orientation, disability, genetic information and veteran status."

**WHEREAS**, Policy M of the Morgan County Personnel Policy Manual provides the process of reporting discrimination, harassment and intimidation.

**WHEREAS**, in furtherance of the objectives of said Policies, the Morgan County Board of County Commissioners has recommended the adoption of an Equal Employment Opportunity Plan, a copy of which is attached hereto as Exhibit A.

**WHEREAS**, said Plan describe how the Equal Employment Opportunity Plan is implemented.

**NOW, THEREFORE, BE IT RESOLVED**, that after review, discussion and consideration the Morgan County Board of County Commissioners certify that an Equal Employment Opportunity Plan exists, **Exhibit A** herein, which is hereby approved and adopted.

APPROVED this 23<sup>rd</sup> day of January, 2018.

BOARD OF COUNTY COMMISSIONERS  
MORGAN COUNTY, COLORADO

  
Mark A. Arndt, Chairman

  
Laura D. Teague, Commissioner

  
James P. Zwetzig, Commissioner



ATTEST:  
(SEAL)

  
Susan L. Bailey, Clerk to the Board

## **Morgan County Equal Employment Opportunity Plan**

Morgan County Government is committed to maintaining a workforce that is free of unlawful discrimination on the basis of race, color, national origin, sex (gender), religion, disability, age, sexual orientation or preference, marital status or political affiliation. Unlawful discrimination may include, but it is not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion or the administration of employee benefits. The County may give a veteran preference in employment to those who may be eligible under applicable state statutes. Morgan County is committed to complying with all applicable federal, state and local civil rights laws that pertain to employment.

Morgan County Government is required to submit certification of Equal Employment Opportunity Plan ("EEOP") compliance to the Office of Civil Rights ("OCR"). Morgan County Government is not required to submit the EEOP utilization report.

The County notifies employees, potential employees and applicants of Equal Employment Opportunity ("EEO") through a variety of media:

- EEO Posters visible in all County Buildings
- Non-discrimination statement on all job descriptions
- Non-discrimination statement on all vacancy announcements
- Personnel Policy Manual

The Personnel Policy Manual includes the non discrimination statement and the process for filing complaints alleging discrimination. Sections from the Personnel Policy Manual follow:

### **L. Policy: Equal Opportunity and Employment Selection**

*Morgan County does not discriminate against any employee in appointment, hiring, promotion, dismissal, or any other term or condition of employment because of political affiliation, race, color, age, national origin, religion, gender, gender identity, sexual orientation, disability, genetic information and veteran status.*

### **M. Policy: Discrimination, Harassment, and Intimidation**

*All Morgan County employees who feel they have been harassed sexually or for any other legally protected reason or who have witnessed such harassment should immediately report the incident to their supervisor. In the event the person does not feel comfortable with reporting the incident to their supervisor or if the supervisor involved in the alleged incident, it may be reported directly to the Human Resources Director. Alternatively, it may be reported directly to the County Attorney's Office.*

*In all cases the names and identifying information of the complaining party, the alleged victim, the alleged perpetrator, and witnesses shall be kept confidential from all individuals except as it is necessary to any investigation or litigation. The filing of any complaint outside the Morgan County personnel system or legal action by any person shall be considered a waiver of that person's confidentiality. Any individual may affirmatively waive their confidentiality.*

*In the event that the report involves, either as an alleged victim or an alleged perpetrator, any Elected Officials, members of the County Attorney's Office, or the Human Resources Director the matter may be referred to a neutral third party for investigation.*

*An employee or group of employees has the right to discuss the conditions of employment, employer's standards, job description, work environment, performance evaluation, and personnel policies with the department head or elected official supervising the employee or group of employees without fear of discrimination or reprisal.*

It is the responsibility of each member of management, from the Board of County Commissioners and Elected Officials to a department level supervisor, to give this nondiscrimination policy full support through leadership and example. In addition, it is the duty of every employee of the County to create a job-environment/atmosphere, which is conducive to our nondiscrimination policies.

Morgan County Government utilizes numerous resources for employees and subrecipients with limited English proficiency access to information:

Language phone telephone line

Translators

Website capable of translating information to numerous languages

Morgan County Governments applicant and employment data is housed in the applicant system and employee data is reported every other year under the Federal EEO-4 required reporting process.

The Human Resources Director has been appointed as the Equal Employment Opportunity Officer and is responsible for planning and implementing 28 C.F.R. Part 42, Subpart G. As well the Human Resources Director is responsible for the day-to-day monitoring of EEO compliance. All Morgan County personnel who are responsible for hiring are charged to comply with EEO and shall provide leadership in this capacity.

Adopted this 23<sup>rd</sup> day of January, 2018

Morgan County Board of County Commissioners



Chairman

  
Commissioner  
Commissioner