

A-4 Equal Employment Opportunity - (REVISED 7/26/2011)

It is the policy of Stephens County Government in accordance with the Title VI Civil Rights Act of 1964 to provide equal employment opportunities to all applicants and employees of the County. Stephens County Government does not unlawfully discriminate on the basis of race, religion, color, national or ethnic origin, age, gender, sexual orientation, marital status, veteran status, disability, political affiliation, or any other characteristic protected by law. All employment decisions by the County will be based on merit, qualifications, and abilities, and will be made in a fair, equitable, and non-discriminatory manner. This policy relates to all phases of employment, including recruitment, placement, transfer, promotion, demotion, termination, compensation, benefits, County-sponsored training, layoff, recall from layoff, participation in County-sponsored employee activities, and all other aspects of personnel administration.

The County does not and will not permit its employees to engage in unlawful discriminatory practices. Any County employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Any applicant or employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the immediate supervisor or to appropriate County management personnel. A thorough investigation of the complaint will be conducted. If any employee is not satisfied with the outcome of the investigation, the employee should follow the grievance procedures described in this Handbook.

A-5 Americans with Disabilities Act (ADA) Compliance

Stephens County Government is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA required that individuals with disabilities be given the same employment opportunities and services available to people without disabilities. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation).

The Americans with Disabilities Act (ADA) describes an individual with a disability as one who has either a physical or mental impairment that substantially limits a person's ability to perform "life activities" such as eating, sleeping, walking, talking, hearing, breathing, learning, working, or taking care of oneself. A qualified individual is anyone who has the skills, experience, and education required for the job and can perform the job's essential functions, with or without reasonable accommodation.

It is Stephens County Government's policy that all employment actions be conducted on a non-discriminatory basis. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If a person with a disability is unable to perform an essential function of the job because of the disability, the County will then consider whether there is reasonable accommodation that would enable the person to perform the job (such as restructuring the job, changing the work schedule, or acquiring/modifying equipment). Reasonable accommodation is available to all disabled employees, in cases where their disability affects the performance of job functions, unless doing so would result in an undue hardship.

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The County supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the County will make reasonable accommodations, in accordance with all legal requirements, to allow qualified employees with life-threatening illness to perform the essential functions of their jobs.