

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION / ADA POLICY**  
**(FORMERLY POLICY #48)**

TIOGA COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY /AFFIRMATIVE ACTION / ADA  
POLICY

- I. Policy Statement
- II. Policy Objective
- III. Implementation Responsibilities
- IV. Discrimination Complaint Procedure

**I. Policy Statement**

The County of Tioga provides equal opportunity to all individuals in its personnel and employment practices. The County prohibits discrimination on the basis of race, color, religion, age (18 and up), national origin, citizenship status, ethnicity, marital status, familial status, creed, gender, sexual orientation, disability or any other basis prohibited by law. Furthermore, services provided by Tioga County shall be accessible to all eligible County residents without discrimination.

This policy of equal employment opportunity/affirmative action:

- Applies equally to all job classifications and titles in the County and to all types of appointments under County jurisdiction, whether full-time, part-time, temporary or other.
- Governs all County employment policies, practices, and actions including, but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, reallocation, promotion, demotion, termination, leaves of absence, training and employee benefits of whatever nature.
- Applies equally to all County departments.
- Applies to all County facilities and programs.

It is the policy of Tioga County to comply with all Federal, State, and local anti-discrimination laws.

**II. Policy Objective**

To preclude discriminatory practices in all phases of employment on Tioga County government, including all terms, benefits and conditions thereof, the County is committed to nondiscriminatory and appropriate recruitment, selection, appointment, placement, classification, compensation, training, promotion, upward mobility, termination, resignation, and retirement.

To preclude discriminatory practices in all phases of program administration to the residents of Tioga County.

The County will take measures to develop and implement an effective system to communicate the County's Equal Employment Opportunity to employees, job applicants and residents.

To provide a procedure for addressing and resolving complaints of discriminatory conduct and harassment.

### **III. Implementation Responsibilities**

- A. Personnel Officer:** The Personnel Officer shall have the ultimate authority and responsibility for ensuring that the objectives of the County EEO/Affirmative Action policy are met with regard to employment practices, and for enforcing Federal and State equal employment opportunity and anti-discrimination laws within County government. Specific responsibilities include, but are not limited to:
- Effectuating corrective action, to the extent permissible under Federal, State, and County laws, collective bargaining agreements, and as otherwise deemed necessary to implement the objectives of this policy and the fact-finding determinations resulting from any investigation;
  - Reviewing and approving all goals and objectives of the EEO/Affirmative Action Policy.
- B. Personnel Officer:** The Personnel Officer shall serve as the Equal Employment Opportunity/Affirmative Action Officer. Specific responsibilities include, but are not limited to:
- Providing administrative oversight for development and implementation of the EEO/Affirmative Action Policy;
  - Monitoring personnel procedures and policies that relate to recruitment, classification, compensation, training, resignation, retirement, and other terms, conditions and benefits of employment;
  - Ensuring distribution of the EEO/Affirmative Action Policy to all new hires through the New Employee Orientation process;
  - Consulting with the County Attorney, as needed, on the overall policy, plan and program administration.
- C. Commissioners/Department Heads/Appointing Authorities (“Department Heads”):** Department Heads are generally responsible for ensuring that the County's EEO/Affirmative Action policy is fully implemented within their departments. Specific responsibilities include, but are not limited to:
- Disseminating the EEO/Affirmative Action Policy to their employees on an on-going basis;
  - Ensuring the implementation of any actions as determined or requested by either the County Manager, with regard to attaining the goals of the EEO/Affirmative Action policy within their department, including corrective actions.
- D. County Attorney:** The County Attorney shall be the recipient of all complaints filed under this policy and shall arrange for necessary investigations, in consultation with the County Chair.
- E. County Safety Officer:** The County Safety Officer is responsible for investigation of all issues of accessibility to County buildings and shall forward recommendations on issues/problems requiring legislative action through the Personnel Officer to the Personnel/ADA Committee.

#### **IV. Employment Discrimination Complaint Procedure**

Tioga County has a zero tolerance policy against discrimination. Employees are expected to report incidents of discrimination, whether affecting them or anyone else, as soon as possible after its occurrence.

Complaints may be filed with a supervisor, Department Head, Personnel Officer, or County Attorney. It is the employee's choice as to where to file. The incumbents of all of the above listed positions eligible to receive such complaints are obliged to promptly document the complaint and forward it to the County Attorney & Personnel Officer in order to initiate an investigation. In the event such complaint shall involve the County Law Department, then any investigation shall be coordinated by the Personnel Officer. In the event such complaint shall involve the Personnel Department, then any investigation shall be coordinated by the County Attorney.

Any complaint of discrimination from an employee or applicant for employment shall be handled in the same manner as outlined in **Section IX Safety Rules, subsection j: Workplace Violence Prevention/Sexual Harassment/Threat Reporting.**

In addition, complaints may be filed with the New York State Division of Human Rights, with regional offices at :

Albany	518-474-2705
Binghamton	607-721-8467
Buffalo	716-847-7632
Syracuse	315-428-4633

#### **V. Accessibility Complaint Procedure**

Tioga County will make every effort to ensure all facilities meet Federal guidelines for accessibility. Employees are expected to report problems in this regard, whether affecting the public or themselves promptly.

Complaints may be filed with a supervisor, Department Head, or County Safety Officer. The incumbents of all the above listed positions eligible to receive such complaints are obliged to document the complaint and forward it to the County Safety Officer to allow for investigation and coordination of avenues to correct or mitigate these problems.