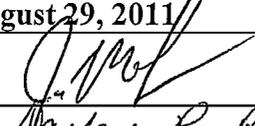


200  
EQUAL EMPLOYMENT OPPORTUNITY

Revision Number: 1	Effective Date: August 29, 2011
Supersedes: 200	Issue Date: August 29, 2011
Revision Date: 0-September 14, 2007	Approvals: HR Director:  Commission: 

**PURPOSE**

This policy outlines Uintah County's position regarding Equal Employment Opportunity (EEO) in order to avoid discrimination against job applicants and employees.

**SCOPE**

The County shall ensure that all applicants and employees receive fair treatment. This policy applies to all applicants and County employees. It includes the hiring and promotion philosophy of the County.

**CROSS REFERENCE**

Progressive Discipline, Policy 600  
Code of Conduct, Policy 500

**POLICY AND PROCEDURE**

1. County employees shall administer equal treatment upon all individuals for decisions and actions including, but not limited to, promotions, compensation, recruitment & hiring, performance appraisals, training opportunities, layoffs, recall from layoffs, and terminations. Such decisions will be based solely on job-related criteria. Additionally, all County policies, practices, procedures, and programs shall be administered using equal treatment without regard to race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, political affiliation, genetic information, or veteran status.
2. The County shall provide equal opportunity to all applicants and employees based on their qualifications and abilities.
3. Any individual may request accommodations at any time for physical and/or mental disabilities. A person with a disability is any individual with a physical and/or mental impairment that substantially limits one or more major life activities who, with or without reasonable accommodation, can perform the essential functions of a position for which that individual holds or desires to hold.
4. The employee shall submit written notice of disability to Human Resources within thirty (30) days of discovering a disability that may require job accommodation. Upon receipt and as long as the request does not present an undue hardship, an action in relation to

accommodations for individuals with disabilities requiring significant difficulty or expense, the County will make every effort to accommodate the individual. The individual may be required to furnish documentation from a physician that verifies the need for an accommodation, at management or the human resource department's request.

5. If at any time an individual feels s/he has observed or been subjected to discrimination, the individual should immediately report the acts to the Department Head or the human resource department. If the alleged acts are against the employee's Department Head, the individual shall proceed directly to the human resource department.
6. The Human Resource department will promptly investigate all claims pertaining to EEO violations and will maintain strict confidentiality. The County will not retaliate or tolerate retaliation by any employee against any individual who submits a claim. Individuals who are found making false discrimination claims or violating this policy will be subject to disciplinary action, up to and including termination.