

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the below signed Cass County Elected Officials, Board of Commissioners, County Administrator and Judges to promote equal employment opportunity for all qualified employees and applicants for employment and to prohibit discrimination in employment because of race, color, religion, national origin, sex, handicap, or age. The officials will work to ensure fair and equitable treatment of all employees and applicants in recruitment, employment, promotions, demotions, transfers, layoffs, and terminations.

The County Administrator has prepared an affirmative action plan to ensure that all employment decisions are made to further the County's commitment to equal employment. This plan required that, among other things, only valid criteria be used in making personnel decisions. All County staff are expected to comply with both the letter and the spirit of this policy. Employees feeling that they have been the victim of discriminatory action should contact the Elected Officials or the Office of the County Administrator.

The Elected Officials, Board of Commissioners and County Administrator shall take steps necessary to correct any under representation and achieve a reasonably representative work force at all levels of employment.

The County Administrator on behalf of the Elected Officials shall:

- a) state in all recruiting materials and advertisements that all applicants will receive equal consideration for employment without regard to race, color, religion, national origin, age, sex, or handicap, and
- b) post in conspicuous places notices setting forth the law on equal opportunity in employment and public accommodations.

This policy will be distributed to Elected Officials, Board of Commissioners, County Administrator, Judges, and to the unions and the County's recruitment sources.

ADOPTED: 08/15/2002