

Section Name: Employee Relations  
Section Number: 600  
Policy Number: 601

Effective Date: March 23, 1999  
Date of Revision: May 18, 2021

Subject: Equal Employment Opportunity

Overview:

The County of Monroe is committed to fostering an inclusive workplace where people are treated with dignity and respect.

Purpose:

The purpose of this policy is to provide equal opportunity in employment to all employees and applicants for employment.

Scope:

- A. This policy applies to all applicants for employment and employees of the County of Monroe.
- B. This policy applies to all terms, conditions, and privileges of employment and all policies of the County, including hiring, compensation, benefits, training, promotion, transfer, layoff and recall, termination, and retirement.

Statement of Policy:

It is the County of Monroe's policy to recruit, hire, compensate, train and promote the most qualified individuals based on merit, qualifications, abilities, and other legitimate, non-discriminatory factors, as determined by management.

- A. No employee or applicant will be discriminated against based on race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, genetic information, gender identity or expression, sexual orientation, or any other legally protected characteristic.
- B. The County complies with the Americans with Disability Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices law. The County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would impose an undue hardship. Individuals with disabilities must make their disability and need for assistance known to the County of Monroe Human Resources department by completing the [Request for Reasonable Accommodation Form](#). Under Michigan law, a written request for accommodation must be submitted within 182 days after the employee knew or should have known that an accommodation is needed.

- C. Any applicants for employment or employees who believe that they have been subjected to discrimination, should, and are encouraged to, bring the matter to the attention of the Human Resources department, by completing the [Discrimination/Harassment Complaint Form](#). The County will promptly investigate the complaints and take appropriate corrective action.
- D. Retaliation against an employee or potential employee who in good faith, makes a complaint or report of discrimination or participates in an investigation of such a complaint or report is prohibited. Incidents of retaliation shall be reported to the Human Resources department.

Definitions:

- A. Discrimination- Treating an individual adversely in employment based on one's race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, genetic information, gender identity or expression, sexual orientation, or any other legally protected characteristic.

Policy Compliance:

A. Responsibility

1. Employee: Each employee has the responsibility and obligation to report any act(s) of discrimination.
2. Elected Officials/Judges/Department Heads: Shall make all reasonable efforts to ensure no employee is subjected to conduct that constitutes discrimination.
3. Human Resources: The Human Resources Director along with every Department Head/ Elected Official/Judge shall have the responsibility for overseeing and implementing this policy.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 18, 2021.