

MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
2. EMPLOYMENT PRACTICES

2.0 EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

**EQUAL
EMPLOYMENT**

2.0-1 It is the policy of Montgomery County to recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, national origin, age, military status, disability, or sex, except where sex is a bona fide occupational qualification.

2.0-2 All employment and promotional decisions will be based only on valid job requirements and will be made in accordance with principles of Equal Employment Opportunity. Reasonable accommodation to religious practices will be granted if such accommodation can be effected without undue hardship on other employees and/or county operations so far as health, safety, or productivity in the workplace.

2.0-3 All other personnel actions, such as compensation, benefits, transfers, training programs, educational assistance, and social and recreational programs are administered without regard to race, color, religion, sex, national origin, military status, disability, or age.

2.0-4 In accordance with the Americans with Disabilities Act (ADA) and Section 503 of the Rehabilitation Act, reasonable accommodation will be made for otherwise qualified individuals with disabilities to afford them the same opportunities for selection and all conditions and privileges of employment as non-disabled applicants and employees.

2.0-5 The Human Resources Director administers Equal Employment Opportunity (EEO) programs at all Montgomery County facilities. As the County's EEO Coordinator and ADA Coordinator, he/she is responsible for advising elected officials and department heads of federal and state EEO and ADA laws and seeing that they comply.

2.0-6 All elected officials, department heads, and supervisors are responsible and accountable for complying with this policy and implementing it throughout their particular organizational unit.

**AFFIRMATIVE
ACTION**

2.0-7 Montgomery County will take affirmative action to promote the principles of equal employment opportunity and may post open jobs with the Texas Workforce Commission, advise programs that cater to individuals in protected classes of open positions, and may post notices of open positions in county facilities.

MONITORING

2.0-8 The Human Resources Director will continuously monitor all personnel actions to insure that they are nondiscriminatory.

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REPORTING 2.0-9 Any employee who has reason to believe that he has been discriminated against on the basis of race, color, religion, age, sex, national origin, disability, or military status is encouraged to contact the Human Resources Director.

2.0-10 An employee who, in good faith, reports an alleged incident of discriminatory behavior will under no circumstances be subject to reprisal or retaliation of any kind. Any employee who feels he or she has been subjected to such adverse actions should contact the Human Resources Director.