

<p>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</p> <p>Prince George, Virginia</p>	<p>POLICY NUMBER: 1.1 THROUGH 1.4</p>	<p>Page 1 of 2</p>
<p>SUBJECT:</p> <p>Equal Employment Opportunity/ ADA Statement</p>	<p>SUPERSEDES: November 23, 2021</p>	<p>DATE ISSUED: October 25, 2022</p>
<p>AUTHORIZATION: Adopted by the Board of Supervisors October 25, 2022; to become effective October 25, 2022</p>		

1.1 General Equal Opportunity Objectives

It is the policy of Prince George County to provide equal employment opportunity to all persons based on individual merit and fitness and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers and terminations of employment without discrimination because of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, military status, or disability, where the disabled persons are able to perform the work they are seeking with reasonable accommodation.

The following Equal Opportunity Action objectives are designed to provide compliance with applicable Federal, State, and local laws relating to non-discrimination in public employment and service:

1. To assure that each department receives a copy of the County's Equal Opportunity objectives and that Department Directors and supervisors shall implement and support the plan.
2. To assure that conditions of employment, recruitment and hiring practices are in accord with the intent of the Equal Opportunity objectives.
3. To assure periodic review of job specifications, actual tasks performed and qualifications required of workers.
4. To assure that all contracts approved by the County shall contain a statement of affirmative action, specifying that the contractor, or other entity, will not practice employment discrimination based upon race, color, religion, sex, marital status, national origin, age, sexual orientation, gender identity, military status, pregnancy, childbirth or related medical conditions including lactation, or disability.
5. To assure monitoring and periodic evaluation of the Equal Opportunity objectives effectiveness.

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1.2 Americans with Disabilities Act (ADA)

Title I, of the ADA of 1990, prohibits discrimination in employment against a qualified individual with a disability, and obligates employers to make reasonable accommodation to the disability unless reasonable accommodation would impose an undue hardship.

It is the policy of the County to encourage disabled employees and applicants to come forward if reasonable accommodation is necessary to perform the job or to enhance performance. The County will strive to identify and eliminate barriers to performance and will make reasonable accommodation to provide the employee with a meaningful employment opportunity.

1.3 Responsibility for Implementation

Policy direction and program effectiveness are the responsibility of the Board of Supervisors. The implementation of the Equal Employment Opportunity/ADA policies is the responsibility of the County Administrator, who shall report directly to the Board of Supervisors. Supervisory personnel will be responsible for implementation at their respective levels.

1.4 Grievance Procedure for Equal Opportunity/AA/ADA

Refer to County personnel policy entitled Employee Grievance Procedures in section 30.1 – 30.7.