

County of Gloucester
Human Resources Manual

CHAPTER:	1 - FUNDAMENTALS	ADOPTED: 3/7/06
SECTION:	6 - EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION	REVISED: 4/6/16

Equal Employment Opportunity regardless of race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, service in the Armed Forces of the United States, nationality, and the refusal to submit to genetic testing or make available the results of a genetic test to an employer, is the law of this State. As embodied in Title VII of the Civil Rights Act of 1964 as amended in 1972, the Civil Rights Action of 1991, Executive Order No. 61, N.J.S.A. 11A:7-1 et seq., and the Americans with Disabilities Act of 1990, the Board of Chosen Freeholders declares that the policy and mandate of the County of Gloucester is to insure equal employment opportunity for all employees and applicants. This policy and mandate includes, but is not limited to, recruitment, selection, hiring, training, promotion, transfer, facility accessibility, reasonable accommodation (see HR 1.6 Exhibit B), layoff, return from layoff, compensation and fringe benefits. Equal Employment Opportunity also includes policies, procedures, and programs for recruitment, employment, training, promotion and retention of employees.

Affirmative Action means positive action undertaken with conviction and effort to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, minorities and any other protected groups found to be under-utilized in the County's workforce or affected by County policies, procedures or practices having an adverse impact. To effectuate this policy, we have authorized the development and results-oriented implementation programs which conform with all the relevant Federal and State non-discrimination and affirmative action regulations and their amendments which pertain to the legal basis for affirmative action and equal opportunity.

Employment practices will be reviewed routinely to ensure that the protected classes are receiving fair and equal consideration for job opportunities. Affirmative Action shall be taken to encourage members of protected groups to apply for positions within the County of Gloucester.

All personnel actions such as compensation, benefits, transfers, layoffs, training, education, training assistance, facility accessibility, reasonable accommodation (see HR 1.6 Exhibit B), and social and recreational programs will be administered without regard to race, national origin or ancestry, color, sex, affectional or sexual orientation, gender

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identity or expression, marital status, religion, age, disability, political affiliations, arrest record or other non-job related criteria.

All County employees have a responsibility to maintain high standards of honesty, integrity, and impartiality in the performance of the County's official business. Employee conduct in violation of these standards will not be tolerated. Sexual harassment, as well as harassment based on other protected classes, is a form of employee conduct that is prohibited.

This Equal Employment Opportunity/Affirmative Action Policy Statement will be available to all employees. All County employees must comply with this policy and those of this County. All managers, supervisors, Department Heads, and the Equal Opportunity/Affirmative Action Officer will be held responsible for the implementation and management of the Affirmative Action Program. This will be accomplished by incorporating workforce planning/equal employment opportunity efforts and results into the annual objectives and education of every supervisor and manager. Good faith efforts will be made to meet employment and policy goals as adopted.

As a public/government employer, the County of Gloucester must comply with the New Jersey Civil Service Commission Laws. This body of rules and regulations operates as the statutory basis for public employment. The County of Gloucester will further its Affirmative Action Plan in conjunction with, and not in conflict with, the Civil Services Laws.

This policy statement will be made available to employees via posting along with general equal employment opportunity/affirmative action information on bulletin boards in conspicuous locations throughout the County.

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of race, religion, color, national or ethnic origin, sexual orientation, age, marital status or disability in admission to, access to, or operations of its programs, services, or activities. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the Division of Disability Services at (856) 384-6842/New Jersey Relay Service 711 or the EEO office at (856) 384-6903.