

**ALLEGAN COUNTY
POLICY/PROCEDURE**



**TITLE: EQUAL EMPLOYMENT OPPORTUNITY
POLICY/PROCEDURE NUMBER: 210**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: January 12, 2017

1. It is the policy of Allegan County to prohibit unlawful discrimination in its personnel practices. This commitment includes providing equal opportunity to qualified persons in all personnel practices, without regard to race, color, religion, sex, age, national origin, veteran status, genetic information, disability or other protected status according to applicable law.
2. If an employee believes in good faith that he or she has been subjected to or witnessed any discrimination, the employee is to report this directly to his or her supervisor or department head. If there is any reason not to report this to those individuals, then it must be reported directly to the Executive Director of Human Resources. Any good-faith complaint of discrimination will be investigated thoroughly and promptly. No employee will be retaliated against for a good-faith complaint. Should an employee or agent of the County be found to have violated this policy, prompt and appropriate remedial action will be taken, up to and including termination.
3. The County supports employment of qualified individuals with disabilities. If any employee believes that accommodation of a disability is necessary to perform the essential functions of a position, a request for a reasonable accommodation is to be made to the Executive Director of Human Resources. Michigan law requires that the County be given written notice within 182 days after the employee knows or reasonably should have known of the need for accommodation.