

## **Staff Report**

**Subject:** Request to Approve Update to HR SOP 2.02: Equal Opportunity and Anti-Discrimination

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**Department:** Human Resource Services

**Meeting Date:** June 3, 2025

**Item Description:** Request to approve update of HR SOP 2.02: Equal Opportunity and Anti-Discrimination

### **Summary Recommendation:**

This report seeks the Board's approval to revise and update Section 2.02 of the Human Resources Standards of Practice by consolidating two existing policies—2.02: Affirmative Action / Equal Opportunity and 2.26: Diversity, Equity and Inclusion Policy—into a newly titled and comprehensive policy: 2.02 – Equal Opportunity and Anti-Discrimination.

### **Executive Summary/Background:**

The existing policies were created to ensure compliance with equal opportunity laws and to foster an inclusive work environment.

*-Section 2.02: Affirmative Action/Equal Opportunity* (issued 2015) focused on legal compliance with equal employment opportunity laws and defined broad standards for non-discriminatory employment practices.

*-Section 2.26: Diversity, Equity, and Inclusion* (issued 2021) promoted a workplace culture that embraces inclusiveness across all employment practices and emphasizes respect, communication, and representation.

While both documents align with the County's values, they often overlap in scope, creating redundancies and inconsistencies.

### **Summary of Revisions:**

The proposed policy 2.02: Equal Opportunity and Anti-Discrimination integrates and expands upon the elements from both previous policies. Key updates include:

- 1) Title Change: from "Affirmative Action/Equal Opportunity" and "Diversity, Equity, and Inclusion" to "Equal Opportunity and Anti-Discrimination" for a broader, more precise articulation of scope and purpose.
- 2) Policy Consolidation: This merges the legal compliance language from SOP 2.02 with the inclusive workplace standards and behavioral expectations from SOP 2.26.
- 3) Enhanced Reporting and Enforcement Mechanism: This mechanism emphasizes zero tolerance for retaliation and outlines disciplinary measures up to termination for violations.
- 4) Annual Review and Training Requirement: mandates yearly policy reviews and employee training to ensure compliance with updated laws and best practices.

**Benefits of the Proposed Policy:**

- 1) Improve Clarity and Cohesion. It provides a unified policy articulating the County's commitment to equal opportunity and fostering an inclusive, respectful work environment.
- 2) It aligns with best practices and reflects modern HR standards and legislative updates to protect employees and ensure fair treatment.
- 3) Supports accountability, establishes clearer expectations and consequences for violations, and strengthens organizational culture.

**Alternatives:**

- 1) Approval is recommended for updating HR SOP 2.02 Equal Opportunity and Anti-Discrimination.
- 2) Disapprove and provide staff with guidance on how to proceed.

**Other Alternatives:** None

**Department Review:** County Manager and Human Resources.

**Attachments:**

- 1) DRAFT HR SOP 2.02
- 2) Current HR SOP 2.02
- 3) Current HR SOP 2.26