



# EFFINGHAM COUNTY BOARD OF COMMISSIONERS

## Human Resources Standards of Practice

Standards of Practice: <b>Section 2.02</b>	Issue Date: 2015 New _____ Revised _____ Supersedes Policy Dated:
Title: <b>Affirmative Action / Equal Opportunity</b>	Approved By Effingham County Board of Commissioners

### 2.02 - AFFIRMATIVE ACTION / EQUAL OPPORTUNITY

#### **A. PURPOSE**

To provide uniform standards for the conduct of the employment function and to reaffirm our commitment to, and support of, all legislation on the subject of Equal Opportunity and Fair Employment Practices.

#### **B. STANDARD**

It is the policy of the County to provide equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, religion, sex, age, national origin, and citizenship within the limits imposed by law, disability, veteran, or marital status; and to promote a full realization of equal employment opportunity.

#### **C. SCOPE**

This policy extends to every aspect of the employment function including recruiting, hiring, selection for training, compensation, job classification, assignment, working conditions, promotion, transfer, layoff or termination, and all other terms, conditions, and privileges of employment.

#### **D. ADMINISTRATION**

Every effort will be made to recruit staff with the best qualifications for the job based on an objective analysis of demonstrated ability, related experience, education and training; and to place them in positions which will contribute to the County's efficient operation and which are consistent with individual employees' work interest and career development.



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#### **D. ADMINISTRATION (Continued):**

In the execution of this policy, all department heads and employees will be governed by the appropriate state and federal fair labor employment practices law and regulations.

Questions concerning interpretations of this policy should be referred to the Human Resources Department.