

Equal Employment Opportunity

- 1.0 Purpose** To set the guidelines for equal opportunity employment.
- 2.0 Applicability** All employees of Bladen County are covered by this policy.
- 3.0 Policy** It is the policy of Bladen County that neither race, religion, color, creed, national origin, gender, age, political affiliation, nor handicapping condition is to be considered in the:
- Recruitment and selection of new employees of the County,
 - Selection of employees for promotion, training, transfer, demotion, and/or reduction-in-force,
 - Administration of disciplinary policies or termination for cause, and
 - Establishment of rates of pay including the awarding of salary adjustments and/or annual salary increases.

3.1 Special Provisions Relative to Age

Equal employment opportunity as to age applies only to persons who are age 40 or over. State and Federal laws forbid employment discrimination on the basis of age for these persons. It is unlawful “to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual’s age”.

3.2 Special Provisions Relative to Handicap

Equal employment opportunity for persons with handicapping conditions includes the making of a reasonable accommodation to the known physical limitations of a qualified handicapped applicant or employee who would be able to perform the essential duties of the job if such accommodation is made. Agencies are required to make such adjustments for the known limitations of otherwise qualified handicapped applicants and employees, unless it can be demonstrated that a particular adjustment or alteration would impose an undue hardship on the operation of the agency. Whether an accommodation is reasonable must depend on the facts in each case. Factors to be considered in determining this include:

- the nature and cost of the accommodation needed;
- the type of the agency’s operation, including the composition and structure of its work force; and
- the overall size of the agency or particular program involved, with respect to number of employees, number and type of facilities, and size of budget.

3.3 Special Provisions Relative to Communicable and Infectious Diseases

Persons with communicable or infectious disease, including Acquired Immune Deficiency Syndrome (AIDS), may have a disability if the disease results in an

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impairment which substantially limits one or more major life activities. The statutory provisions relative to persons with disabilities may be applicable to persons with communicable and infectious diseases, including the requirement for a reasonable accommodation to the known limitations of an otherwise qualified applicant or employee.

4.0 Bona Fide Occupational Qualifications (BFOQ)

Age, gender or physical requirements may be considered if they constitute a bona fide occupational qualification necessary for job performance in the normal operations of the agency. Whether such a requirement is a bona fide occupational qualification will depend on the facts in each case.

5.0 Pregnancy-related Discrimination

Pregnancy-related discrimination is one form of unlawful gender discrimination. An applicant or employee may not be treated differently due to pregnancy as set forth under Title VII.

6.0 Appeal Procedure

Any applicant for employment or any employee who believes that employment, promotion, training, transfer, salary adjustment or a merit salary increment was denied him/her or that demotion, transfer, lay-off or termination was forced on him/her, because of race, religion, color, creed, national origin, gender, age, political affiliation, or non-disqualifying handicapping condition may appeal to the Human Resources Director.