

ONEIDA COUNTY EMPLOYEE SERVICES DEPARTMENT	<u>SUBJECT</u> EQUAL OPORTUNITY POLICY	<u>POLICY NUMBER</u> 2	<u>DEPARTMENT</u> ALL
<u>POLICY AND PROCEDURE</u>	<u>ORIGINAL ISSUE DATE</u> 02/04/08	<u>EFFECTIVE DATE</u> 02/04/08	<u>REVISION DATE</u>
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Purpose

Oneida County is in compliance with the equal opportunity policy and standards of the Department of Workforce Development, Department of Health and Family Services and all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery.

Policy

The following procedures shall be followed to properly establish and explain the essential duties of the Employee Services Department

Definitions

None

General Procedures

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation, or use or non use of lawful products off the employers premises during working hours. All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

No otherwise qualified applicant for service or service participant shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin or ancestry, age, sex, disability or association with a person with a disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion, political beliefs or affiliation. This policy covers eligibility for the access to service delivery, and treatment in all of the programs and activities.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, the Administrative Coordinator, is the Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with this employee.

The Administrative Coordinator may be reached on (Days) Monday – Friday from (Hours) 8:00 a.m. to 4:30 p.m. at (715) 369-6154.

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Information about discrimination complaint resolution process is available to you upon request

Administrative Coordinator

02/07/08

Date