

## AFFIRMATIVE ACTION POLICY

<i>POLICY NUMBER:</i> 309
<i>DATE ADOPTED:</i> FEBRUARY 27, 1996
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### STATEMENT OF REAFFIRMATION

The County of Colusa is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Colusa County that all employees and applicants, shall receive equal consideration and treatment.

Pursuant to County Ordinance No. 424, basic policies require that all employment practices be equal without regard to factors that are not job related. Non job related factors include, but are not limited to race, religion, creed, color, national origin, physical handicap, medical or mental condition, marital status, sex or age except where age, sex, physical handicap, or medical or mental condition becomes a bonafide occupation requirement for the job.

The County of Colusa will provide equal employment opportunity in all phases or aspects of employment including, but not limited to, recruitment, selection, placements, transfers, training and development, promotion, demotion, compensation, benefits, layoff and terminations, and all conditions of privileged employment. All decisions on employment and promotions must be made solely on the individual's qualifications (merit).

The basic responsibility for results in coordinating and implementing the Affirmative Action Program shall be assigned to the Personnel Officer. Inquiries concerning the application of federal and state laws and regulations should be referred to that office. The Personnel Officer will administer program progress and initiate corrective action when appropriate. All personnel actions are monitored and analyzed to ensure the adherence of this policy .

To achieve the goals of our nondiscrimination program, it is necessary that each member in County employment understand its importance and his or her individual responsibility to contribute to its maximum fulfillment.

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HISTORY

First Adopted : 4/5/88

Amended : 2/27/96

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Colusa County department heads and supervisors who have a responsibility for interviewing, hiring, promoting, transferring, disciplining and terminating employees, will continue to receive instructions in and review of the county's Equal Opportunity Employment (Affirmative Action) policy, and the County's legal and contractual obligations and the resources available to assist them in meeting their own goals pursuant to the County's policy of nondiscrimination.

The phrase "Colusa County is an Equal Opportunity Employer" will be included in all job announcements, with proper posting.

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*POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS*

### HISTORY

First Adopted: 4/5/88

Amended: 2/27/96