



Equal Employment Opportunity

Section: Human Resources	Attachment(s): <ul style="list-style-type: none"> • Equal Opportunity Plan Statement • EEO Information Survey
Policy #:	
Effective Date:	
Adoption Date: 12/05/2013	
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Issuing Department: Centre County Office of Human Resources	
Responsible Officer: Human Resources Director	
Required Review Period:	

Section 1: Policy Statement

Centre County Government is committed to the principles of equal employment opportunity to ensure that legal and appropriate hiring and employment practices are afforded to all persons, regardless of race, color, religion, sex, national origin, age, gender identity or expression, marital status, veteran status, medical condition, or disability as required by applicable federal and state laws. No persons shall suffer discrimination with respect to employment or other terms or conditions of employment by reason of such person’s status as enumerated above.

Centre County Government recognizes that equal employment opportunity may be ensured only by a carefully administered and practiced merit based policy that: establishes selection and advancement on the basis of an applicant’s or employee’s ability, knowledge, and skills in fair and open competition; is designed to eliminate any discriminatory actions; and enforces positive efforts in recruitment, selection, promotion, pay, and training procedures to extend equal employment opportunities to all qualified persons.

This policy will apply to all aspects of the relationship between Centre County Government and its employees and job applicants, including but not limited to:

- Recruitment
- Employment
- Promotion
- Work Assignments
- Segregation and Classification
- Transfer
- Training
- Wages and Salary Administration
- Employee Benefits and Application of Policies
- Leave
- Discipline, Layoff and Termination

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on County premises who are employed by temporary agencies, and any other persons or firms doing business for or with the County.

Section 2: Overview

Equal Employment Opportunity (EEO) embodies five (5) laws which prohibit discrimination in employment. EEO is not a guarantee of employment. Only job related factors can be used to determine if an individual is qualified for a particular job. The five (5) EEO laws are:

- The Equal Pay Act of 1963, as amended.
- Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and the Pregnancy Disability Act of 1978.
- The Rehabilitation Act of 1973, as amended.
- The Age Discrimination in Employment Act of 1967, as amended.
- The Civil Rights Act of 1991.

Section 3: Provisions

It is the responsibility of the elected officials, department heads, and supervisors to uphold equal employment practices within their departments. The Office of Human Resources (HR) is responsible for the County's overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.

Violation of Policy: Any employee or applicant for employment with Centre County who believes he/she has suffered discrimination on the basis of race, color, national origin, religion, sex, gender identity or expression, marital status, medical condition, or disability and is in violation of the policies set forth herein is encouraged to bring such claim to the attention of the HR Director. Any employee of Centre County who fails to comply with this policy is subject to disciplinary action.

Retaliation against a co-worker who complains about discrimination, files a charge of discrimination, or participates in an employment discrimination investigation or lawsuit is prohibited. Retaliation is cause for disciplinary action.

Section 4: Procedures

The County practices that will support this policy are the following:

- Displaying posters regarding equal employment opportunity in areas visible to employees and applicants to read in order to know and understand their rights.
- All advertisements for job applicants will include the statement "Centre County Government is an Equal Opportunity Employer."
- The HR Director will oversee recruitment of qualified minorities for County employment and attempt to attract such persons informing them of available employment opportunities. He or she will further ensure that all personnel actions do not result in unlawful discrimination.
- The County forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies, or participates in an equal employment proceeding.
- Employees are required to report to a member of management or an HR representative any apparent discrimination or harassment. The report should be made within forty-eight (48) hours of the incident.

- The Centre County HR Office will collect and prepare all information relative to the requirements for EEO and Section 3 reporting.

Section 5: Definitions

Age discrimination involves unfavorably treating an applicant or employee who is at least 40 years of age at the time of the alleged discriminatory act.

Disability discrimination occurs when an employee or applicant is treated unfavorably because of a perceived or real, past or present, physical or mental impairment that substantially limits their major life activities.

Minority is a group of individuals that differ in race, religion or national origin from the dominant group. The Equal Employment Opportunity Commission guidelines identify four (4) particular groups who share a race, color or national origin. These groups are: American Indian or Alaskan Native, Asian or Pacific Islander, Black (except Hispanic), Hispanic, and individuals with origins in Europe, North Africa, or the Middle East. Many more minority groups exist in the American population; however, the EEO law does not classify them separately. It should be noted that women are not classified as a minority but due their often systematic exclusion from the economy, they are considered as having “minority status” as far as the EEO law is concerned.

National Origin Discrimination is discrimination against a person, real or perceived, because an individual (or his or her ancestors) is from a certain place or has the physical, cultural, or linguistic characteristics of a particular national origin group.

Related Policies:

Merit Hire Policy
Salary Administration Policy
ADA (Americans with Disabilities Act) Grievance Process Policy

Repealer and Severability:

All prior policies and/or directives or parts of policies and/or directives that are contrary to the provisions of this policy are hereby repealed to give this policy full force and effect.

If any section, clause, sentence, provision, or any part of this policy is held to be invalid or unconstitutional, the remaining sections, clauses, sentences, or parts not included therein, will remain in full force.

Exception to this policy may only be granted by the Board of Commissioners.

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