

CORPORATE POLICY

SUBJECT: Equal Employment Opportunity	CATEGORY: Human Resources ORIGINAL DATE: June 15, 1992 REVIEWED DATE: May 24, 2017 REVISION DATE: March 28, 2018
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I. **POLICY:**

The Lake County Health Department and Community Health Center (LCHD/CHC) is an equal employment opportunity employer and requires employment actions to be based solely on individual merit and personal capabilities without regard to race, color, religion, national origin, genetic information, marital status, age, disability, sex, or gender; (except where gender is a bona fide occupational qualification), status as a covered veteran, and any other state, federal, and local legally protected characteristics. These actions apply to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

II. **SCOPE:**

All Lake County Health Department and Community Health Center employees.

III. **PROCEDURES:**

- A. Recruitment: Qualified applicants are considered for vacancies in all job classifications in conjunction with established policy of advancement and promotion from within and based on individual qualifications, potential and job performance.
 1. Public employment offices used by the Health Department will be advised of our equal employment policy and will be urged to refer qualified applicants to us as the need arises.
 2. When advertising on job boards or other social media sites, we will use the term "Equal Opportunity Employer" in all such employment advertisements.
- B. Job Placement and Promotions: Promotional and upgrading opportunities will be provided to all qualified employees by the following action:
 1. Briefing supervisors at all levels of management that the Health Department intends to insure consideration of all qualified candidates for promotions from within.
 2. Objectively reviewing qualifications of all internal candidates for promotions.
- C. Training and Development: All training and educational programs conducted on the job will be reviewed periodically to be certain all employees are given equal employment opportunity to participate in these programs.
- D. Compensation and Employee Benefits: Employees will be paid fairly, according to their job classification. Health Department supported benefit programs for employees will be made equally available to all employees without discrimination.
- E. Reduction in Force and Terminations: Whenever workforce reduction is necessary, a recall to work will be made without discrimination. When it becomes necessary to terminate any employee, such termination will be for cause without discrimination.
- F. Communication of EEO Policies: The Health Department will take appropriate steps to ensure all employees know the organization's sincere desire to support and take action toward providing equal employment opportunity, such as the following:

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1. Bulletin board showing official EEOC poster and EEOC policy
 2. Policy and Procedures Manual
 3. Employee Newsletter
 4. Supervisor-employee meetings
 5. Supervisory staff meetings
- G. Staff Accommodation for Patient Care: The Health Department acknowledges the right of each employee to request non-participation in aspects of patient care or treatment which may possibly conflict with the employee's cultural values, ethics or religious beliefs. If a specific service conflicts with your religious beliefs, you must notify your supervisor. Consultation with Human Resources is required. Staff refusal to participate in an aspect of care shall not compromise patient care.
- H. Equal Employment Opportunity Policy Coordinator: The Director of Human Resources or designated representative will act as the Health Department's Equal Employment Opportunity Policy Coordinator. He or she will be given appropriate authority and responsibility to ensure compliance is maintained. This official will coordinate the efforts of all managerial and supervisory employees. Any violation of this policy should be forwarded to the Director of Human Resources.

IV. REFERENCES:

Mandate under Title VII of the Civil Rights Act of 1964, the U.S. Equal Employment Opportunity Commission who enforces federal laws prohibiting employment discrimination for applicants and employees.

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____