



PUTNAM COUNTY
Board of County Commissioners

8.01 Equal Employment Opportunity	HR Approval <i>[Signature]</i>	Date:01/21/2016
	Admin Approval <i>[Signature]</i>	Date:01/21/2016
Revision Date:01/21/2016		

Policy Statement

The Putnam County Board of County Commissioners is an equal opportunity employer and makes all employment decisions based on merit. It is recognized that all people, regardless of race, color, religion, sex, national origin, age, disability, genetics, or any other consideration made unlawful by federal, state or local laws have an inherently equal opportunity to compete for positions with the Putnam County BOCC, and they must be evaluated for such on the basis of their individual abilities.

The County is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the County and prohibits unlawful discrimination by any employee of the County, including supervisors and co-workers.

In order to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the County will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires accommodation in order to perform the essential functions of the job should contact Human Resources. The individual with the disability should specify what accommodation he or she needs in order to effectively perform the job. The County will conduct an investigation to identify the barriers that makes it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The County will identify possible accommodations, if any, which will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Putnam County will make the accommodation.

Putnam County Board of County Commissioners has an Equal Employment Opportunity Plan that is voluntary to assure that equal employment opportunity affecting the employment practices, including (but not limited to) recruiting, testing, hiring, transfer, promotion, training, compensation, benefits, discipline, layoffs and terminations. All management and supervisory personnel share in the responsibility for implementing and maintaining this plan.