

Chapter 3.10

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Sections:

- 3.10.001 Equal employment opportunity and affirmative action policy.
- 3.10.010 Affirmative action program.
- 3.10.020 Affirmative action officer.
- 3.10.040 Grievances under this chapter.

3.10.001 Equal employment opportunity and affirmative action policy. The county shall foster to the fullest extent practicable that equal employment opportunity be provided in the employment and advancement of covered veterans and persons with disabilities at all levels of employment, including the executive level. Eau Claire County does not and will not discriminate against any applicant or employee because he or she is a covered veteran or because of a physical or mental disability in regard to any position for which the applicant or employee is qualified. In addition, Eau Claire County is committed to a policy of taking affirmative action to employ and advance in employment qualified covered veterans and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. Eau Claire County will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and disabled veterans. Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to covered veterans and persons with disabilities. (Ord. 158-015, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 135-93, Secs.2 & 3, 1991; Ord. 131-61, Secs. 1 & 2, 1987; Ord. 128-11, Sec.2, 1984; Ord. 80-81/276, Sec.4 (part), 1980).

3.10.010 Affirmative action program. The program has been designed to bring women and men, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of Eau Claire County's workforce in proportion to their representation in the qualified relevant labor market. The program is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people. (Ord. 158-15, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 130-81, Sec.1, 1987; Ord. 80-81/276, Sec.4 (part), 1980).

3.10.020 Affirmative action officer. The affirmative action officer shall be responsible for administration of the affirmative action program which, in part, is a monitoring function over the human resources system. Responsibility shall be for the day-to-day operation and overall implementation and administration of the affirmative action program. To fulfill these responsibilities the affirmative action officer shall have full access to all departmental records relating to recruitment and employment transactions including policies and procedures, rules and regulations, personnel files, background investigation reports and other informational documents relating to the recruitment and employment transactions affecting county employees and applicants. (Ord. 158-15, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 80-81/276, Sec.4 (part), 1980).

(Ord. 163-004, Sec. 1, 2019 Repealed Section 3.10.030; Ord. 158-15, Sec. 2, 2014; Ord 155-27, Sec. 7, 2011; Ord. 147-54, 2003; Ord. 128-11, Sec.3, 1984; Ord. 80-81/276, Sec.4 (part), 1980).

3.10.040 Grievances under this chapter. Any employee or applicant, feeling personally aggrieved by the action of any person obligated to administer the equal employment opportunity and affirmative action policy shall refer such matter directly to the affirmative action officer, the director or the corporation counsel. (Ord. 158-15, Sec. 2, 2014; Ord. 147-54, 2003; Ord. 128-11, Sec.4, 1984; Ord. 80-81/276, Sec.4 (part), 1980).

Chapter 3.15

POSITION ADMINISTRATION

Sections:

- 3.15.010 Purpose.
 - 3.15.020 Administration.
 - 3.15.030 Position and full time equivalency (FTE) establishment.
 - 3.15.040 Position descriptions.
 - 3.15.070 Regular and project position titles.
- (Ord. 155-27, Sec. 10 Repealed 3.15.050 & 3.15.060)

3.15.010 Purpose. The purpose of position administration is to provide an efficient organization of work which provides maximum economy and efficiency in providing public services. (Ord. 147-54, 2003; Ord. 80-81/276, Sec.6 (part), 1980).

3.15.020 Administration. The director shall be responsible for the administration of all positions authorized by the board or committee, ensuring that employees receive the proper pay and benefits as determined by the status of the position occupied. (Ord. 147-54, 2003; Ord. 80-81/276, Sec.6 (part), 1980).

3.15.030 Position and full time equivalency (FTE) establishment.

A. Authorization for all regular position titles and full time equivalency or changes therein is subject to the recommendation of the governing committee, the committee and approval by the board.

B. Authorization for all temporary part-time, casual, and seasonal positions or changes therein shall be approved by the director, subject to departmental budgetary constraints.

C. Each full time equivalency within a position title shall be determined and designated as regular, temporary part-time, casual, or seasonal.

D. Authorization for the addition, reduction, or deletion of FTE within a position title is subject to the recommendation of the governing committee, the committee, and approval by the board. (Ord. 163-06, Sec. 1, 2019; Ord. 160-21, Sec. 2, 2016; Ord. 159-006, Sec. 5, 2015; Ord. 155-27, Sec. 8, 2011; Ord. 155-16, Sec. 5, 2011; Ord. 153-13, Sec. 1, 2009; Ord. 147-54, 2003; Ord. 134-24, Sec. 1, 1990; Ord. 130-37, Sec.1, 1986; Ord.85-86/24, Sec.1, 1985; Ord.80-81/276, Sec.6 (part), 1980).

3.15.040 Position descriptions. Position descriptions are necessary to establish a distribution of duties and responsibilities that employees are expected to perform, to classify positions correctly, to fix the appropriate pay for such positions and to develop valid employee selection procedures.

A. New position classification. The department head shall submit a completed position requisition and supporting documentation to the director. The director or designee shall prepare a new position description.

B. Changes in position descriptions. The department head shall notify the director when changes in duties and responsibilities of positions occur. Changes will be made by the director or designee by amendment to the position description unless they are so substantial as to make preparation of a new description desirable.

C. Records. An official position description for each county position shall be maintained in the human resources department and, if required by law or regulation, in the individual personnel folder. (Ord. 159-006, Sec. 6, 2015; Ord. 151-10, Sec. 20, 2007; Ord. 147-54, 2003; Ord. 141-68, Sec. 1-2, 1997; Ord. 85-86/24, Sec. 2, 1985; Ord. 80-81/276, Sec. 6 (part), 1980).

3.15.070 Regular and project position titles.

A. The director shall maintain a list of regular position titles used in county service which shall include the position title, number of FTE per position title, salary code and any contingent conditions for specific positions. The list is available from human resources by request.

B. Position title changes. Authorization for all title changes is subject to the recommendations of the governing committee and director and approval by the committee. (Ord. 159-006, Sec. 7, 2015; Ord. 155-27, Sec. 9, 2011; Ord. 155-16, Sec. 6, 2011; Ord. 155-16, Sec. 5, 2011; Ord. 153-13, Sec. 5, 2009)

(Ord. 153-13, Sec. 6, 2009 REPEALED CHAPTER 3.18)