

POLICY NO.: 574-14

EQUAL EMPLOYMENT AND OPPORTUNITY

A. PURPOSE

The County of Cape May (the "County") is an equal employment and opportunity employer. It is the policy of the County to provide equal opportunity to all employees and applicants for employment.

B. STATEMENT OF POLICY

1. No person shall be discriminated against in employment or opportunity because of such individual's race, creed, color, national origin, ancestry, age, veteran status, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual or any other characteristic protected by law.

C. PROCEDURE

1. This policy applies to all terms, conditions and privileges of employment including hiring, training and development, promotion, demotion, transfer, compensation, benefits, layoff and recall, program participation, terminations and retirement.
2. Department Heads or supervisors receiving communications related to equal employment opportunity from an employee, Division on Civil Rights, Equal Employment Opportunity Commission or attorney shall refer the matter to the Office of County Counsel and the Department of Human Resources & Training.
3. It is the responsibility of the Department Head to ensure that supervisory staff in each department understands and administers the County's policies and procedures in a non-discriminatory manner.

D. RECRUITMENT & HIRING

1. The County will ensure the development and application of personnel and the hiring and recruitment policies and procedures support the County's policy of non-discrimination.

E. EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

1. The County, in compliance with the Americans with Disabilities Act of 1990 and the New Jersey Law Against Discrimination, affords reasonable accommodations in employment. When an applicant or employee requests a “reasonable accommodation” due to the assertion that they have a disability, the Director of Human Resources & Training should be contacted.

F. REPORTING A COMPLAINT

1. Every employee has an obligation to report any discriminatory conduct that he or she believes has occurred or is occurring, whether such conduct is directed toward that employee or another. If any employee or applicant for employment believes he or she has been discriminated against, or believes he or she has observed or is aware of any discrimination, it should be immediately reported to the Director of Human Resources & Training. If the employee or applicant is uncomfortable reporting to the Director of Human Resources & Training, or if the allegation involves the Director of Human Resources & Training, then it should be reported to the Director of Operations. An investigation will be conducted and appropriate remedial action will be taken.
2. Any employee with questions or concerns about any type of discrimination in the workplace should report those concerns to the Director of Human Resources & Training. Although it is recommended that employees report concerns to the Director of Human Resources & Training, an employee may also report concerns to a Department Head or the Director of Operations.
3. Employees can raise concerns and make reports without fear of reprisal.

G. INVESTIGATION

1. Upon receipt of a complaint, the Director of Human Resources & Training or the appropriate designee will investigate the employee’s concerns and make appropriate recommendations regarding resolution. The employee complainant will be notified of the recommendation.
2. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.