

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001

POLICY NUMBER: 10

AUTHORITY

Title VII, Section 703 of the Civil Rights Act of 1964 prohibits discrimination in employment because of Race, color, creed, religion, sex, handicap, or national origin. Title VI, Section 601 and as amended Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 of the Civil Rights Act, prohibits discrimination in all federally assisted programs and activities when they tend to exclude any person from the participation in, or to be denied the benefits of these programs because of Race, color, creed, religion, ancestry, union membership, age, sex, sexual orientation, national origin, handicap or disability. Executive Order 11625, effective October 13, 1971, provides for the utilization of small minority business and women business enterprises (MBE and WBE) as subcontractors in those projects using federal funds.

POLICY

Erie County government, including the administration, the courts, and elected officials established (in 1978) an Equal Employment Opportunity Policy and the Affirmative Action commitment for all persons employed by or seeking employment with the County of Erie, Pennsylvania.

The County of Erie reaffirms their commitment to the principles and objectives of the County's Affirmative Action plan to provide Equal Employment Opportunities to persons regardless of Race, Creed, Color, Religion, Sex, Handicap, Age, or National Origin in any employment practices including, but not limited to, hiring, promotion, demotion, transfer, training, recruitment, layoff, termination, compensation and/or any other terms, privileges and conditions of employment within its control.

Further, the County of Erie recognizes that certain disparities exist within the workforce, as illustrated in the various sections of the Affirmative Action Plan, and will strive through Affirmative Action to correct these disparities through fair and equitable practices that are within the authority of County government. The County also understands the plight of minority business and women business enterprises, and is asking contractors to foster this understanding by utilizing them, where possible, as sub-contractors on those projects using federal funds.

If an employee or applicant for employment feels that he/she has a grievance or has been a victim of unlawful discrimination, contact the Affirmative Action Officer.