

Chapter 1 – Human Resources		
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Revised:		

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3400.1 Equal Employment Opportunity Policy Waukesha County is committed to equal opportunity and nondiscrimination in employment, and will implement all Federal, State and County Equal Employment Opportunity laws, policies, plans, rules, and regulations. The County recognizes and accepts its important leadership role in providing for equal employment opportunities for minorities, women and persons with disabling conditions. It is the express policy of Waukesha County to promote equal employment opportunity among all who are employed by Waukesha County and who seek employment with Waukesha County.

3400.2 Diversity Policy Waukesha County is committed to building a diverse staff for employment and promotion to ensure a high-achieving workforce by reflecting human diversity, recognizing and developing the talents of each individual, and improving opportunities for minorities, women, and other protected groups. Waukesha County embraces and celebrates human diversity, including innovative views and ideas, and provides an inclusive work environment that values differences, treats applicants and employees with respect and dignity and motivates employees to do their best. Providing County citizens with a diverse workforce, reflective of the County's composition, will enhance the vision and mission of the County.

3400.3 Definition Diversity means, in addition to differences based on ethnicity, gender, age, religion, disability, national origin, and sexual orientation, an infinite range of individuals' unique characteristics and experiences, such as communication styles, career, work, life experience, educational backgrounds and other variables. Diversity focuses on tapping the talents of people of different backgrounds, experiences and perspectives as a means of improving the workplace environment and productivity. Diversity awareness works to create an environment that recognizes values and utilizes the unique skills and abilities of all employees. The goal of diversity awareness is to create an inclusive, respectful and equitable work environment.

3400.4 Non-Discrimination Waukesha County will not discriminate based on race, color, religion, national origin, sex, marital status, disability, age or sexual orientation in its recruitment, selection or hiring practices.

3400.5 Employment Practices Identified The County is committed to equal opportunity in all of its employment practices including, but not limited to: outreach, recruitment, selection, transfer, referral, promotion, testing, placement, layoffs or termination's, so that discriminatory practices against persons because of their sex, race, religion, color, national origin or ancestry, age, disability, political affiliation, or any other cause for discrimination as defined by law, will not hinder access to employment.

3400.6 Protected Status Waukesha County will not discriminate on the basis of protected status. Protected status means race, color, religion, national origin, sex, sexual orientation, marital status, disability, physical condition, age, or membership in the military reserves or National Guard as having any bearing on whether or not an individual might progress within the County organization.

3400.7 Responsibility for Implementation Specific ongoing responsibilities, policies and procedures for the Human Resources Department, County Executive and Department Heads are identified and delegated as follows:

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3400.8 Human Resources Division of the Department of Administration

- A. The Human Resources Manager is designated as the Equal Employment Officer for the County and will have the responsibility to address complaints, grievances, and assist departments in their efforts to comply with this policy and all applicable Federal and State laws and regulations.
- B. Will review the County Human Resource policies and procedures on a regular basis in order to identify and correct any policy or procedure or practice which may be discriminatory
- C. Will ensure that job announcements include only job-related information and all advertisements contain the designation "EEO".
- D. Will make available information on the selection process to all applicants.
- E. Will evaluate employment and selection procedures for job-relatedness, validity, and effectiveness as well as identifying and eliminating any artificial barriers to employment.
- F. Will prepare and file the EEO-4 Report as required by the Equal Employment Opportunity commission (EEOC).
- G. Will evaluate, review and revise, as necessary, the Equal Employment Opportunity and Diversity policy.
- H. Analyze the composition of the workforce by department and classification using EEO categories.
- I. Ensure that all grievances and complaints are processed on a timely basis and that the process and procedure is consistent with the union contracts and the County non represented grievance procedure.
- J. Investigate claims by employees or applicants for employment who believe they have been discriminated against in their employment with the County or in their application for employment with the County.
- K. Provide training to managers, supervisors, and others who are engaged in the recruitment, selection of applicants and the administration of County policies and procedures.
- L. Provide workforce analysis and availability information to Department Heads to assist them in the fulfillment of diversity and inclusion responsibilities.
- M. Work with the County Executive and Department Heads in the implementation of the Diversity and Inclusion Policy. Identify, with the assistance of Department Heads, employment practices which inhibit the objectives of equal treatment and equal opportunity and develop workable solutions to rectify problem areas.

3400.9 County Executive

- A. The County Executive will require that each Waukesha County department affirm its commitment to implement policies and procedures in compliance with equal employment opportunity.
- B. Will include as a portion of the Department Head's annual performance review a discussion on what efforts were made in the prior year to ensure compliance with this EEO and Diversity Policy.
- C. Will, in the event of non-compliance with this EEO and Diversity Policy, direct those departments not in compliance to comply in a timely manner.

3400.10 Department Heads

- A. Will cooperate with the County Executive in all matters relating to EEO and diversity initiatives.
- B. Will ensure compliance by staff with all Federal, State and County EEO laws, policies, ordinances and diversity policies.
- C. Will communicate with the County Executive and Human Resources Manager regarding complaints of discrimination and assist in the development and implementation of positive action to correct said problems and situations.

3400.11 Supervisors Supervisors and managerial employees of Waukesha County have a responsibility to maintain a workplace free of discrimination and to develop an inclusive work environment; and will:

- A. Cooperate with the County Executive in all matters relating to EEO.
- B. Ensure compliance by staff with all Federal, State and County EEO laws, regulations, and policies.
- C. Ensure that all selection decisions and the application of personnel policies, procedures and practices are consistent with the EEO Policy.
- D. Ensure that employees under their direction do not engage in the discrimination or harassment of any employee who may be hired, transferred, or promoted as a result of the County's commitment and efforts to implement this policy.
- E. When approached by an employee with a discrimination complaint:
 - 1. Be supportive and be sure the employee knows you are taking the matter seriously
 - 2. Obtain basic information and facts
 - 3. Advise employees you will be informing County management so that the matter can be investigated fully and completely
 - 4. Contact someone from Human Resources, Risk Management or Corporation Counsel's Office so the issues may be reviewed.
 - 5. Ensure the employee that retaliation in any form as a result of their bringing a matter to the attention of management will not be tolerated.

3400.12 Employees Employees of Waukesha County also have a responsibility to assist in maintaining a workplace free of discrimination. Employees must treat each employee fairly without regard to his/her protected status. Employees should reasonably take advantage of the preventative or corrective opportunities outlined in this procedure.

- A. If you are the subject of discrimination, or become aware of discriminatory practices, you will notify any of the following in a timely manner: your supervisor, manager, department head, a supervisory employee in any other County department including the County Executive, or a member of the Human Resources Division professional staff so that the matter can be investigated and handled in an appropriate manner.
- B. Employees will cooperate during an investigation by providing information regarding an act of alleged discrimination, provide sufficient detail to allow appropriate follow-up. Information should include when, where, what, witnesses, and any other substantiating information.

3400.13 Complaint Procedure Employees have the option of pursuing complaints of discrimination or harassment on a formal and/or informal basis.

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3400.14 Formal Complaints Employees represented by a union and covered by a collective bargaining agreement may file complaints through the grievance procedure outlined in the respective contracts. Non-represented employees may utilize the Employee Grievance procedure contained in Section 1800 of this chapter. Employees who are not familiar with these procedures may obtain a copy and/or explanation of the process which affects them through their respective union representatives, the Intranet, department supervisors, or the Human Resources Division.

3400.15 Informal Complaints Employees may wish to bring issues of discrimination to management's attention in a less structured fashion. Employees are encouraged to express their concerns to any of the following: their supervisor, department head, manager, a supervisory employee in any other County department including the County Executive, or professional staff member in the Human Resources Division.

3400.16 Investigation Process Prior to taking any action on a complaint of discrimination a complete and thorough investigation of the matter should be conducted. The County has established a Core Management Group which is responsible for the coordinating and conducting of investigations. The Core Management Group will be made up of representatives from Human Resources, Risk Management, Corporation Counsel's Office and a management representative from the affected department. The Core Management Group will make recommendations to the appropriate managerial group on what action should be taken. The Core Management Group will conduct the investigation on a timely and confidential basis. Persons involved in conducting the review will be objective and non-judgmental and obtain the necessary facts prior to reaching any conclusions.

3400.17 Confidentiality Individuals involved in a discrimination investigation will be advised that the County, to the extent possible, will treat the allegations and information obtained in the investigation as confidential. During the investigation information about the allegations will be shared only with those who need to know about it. Following the completion of the investigation records created during the process may be subject to release under the Wisconsin Open records law. A determination as to release of these records will be done on a case by case basis.

3400.18 If a Complaint is Made Against You If a complaint of discrimination is made against you, it is important that you fully cooperate with the investigation. You should provide all facts relevant to the complaint; clearly identify the behaviors surrounding the complaint; and provide any relevant documentation you may have. Most importantly, work with the person conducting the investigation to reach a resolution.

3400.19 Retaliation and/or Reprisal Retaliation and/or reprisal against an employee who files a complaint or anyone assisting in the investigation is in violation of this policy and state and federal law. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including the termination of employment.

