

COUNTY OF UNION

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY MANUAL



EDWARD T. OATMAN
COUNTY MANAGER

2020

Union County

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AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As County Manager of the County of Union, I reaffirm the following commitment to Affirmative Action and Equal Employment Opportunity:

1. Union County shall recruit, hire, train, compensate, promote, assign and discipline (collectively, "employment actions") persons in all job titles without regard to race, color, religion, creed, age, sex, gender, sexual orientation, gender identity, national origin, ancestry, pregnancy, social or economic status, marital status, domestic partnership/civil union status, familial status, disability, veteran's status, genetic information, or any other status or condition protected by applicable federal or State law.

2. The County shall base all employment decisions on objective standards to further the principles of Equal Employment Opportunity.

3. The County shall ensure that hiring, promotional and assignment decisions are made in accordance with the principles of Equal Employment Opportunity by imposing only valid job requirements for all positions and promotional opportunities.

4. Reporting and monitoring procedures have been implemented and will continue to be applied with regard to all employment actions and any and all other mechanisms which impact County personnel.

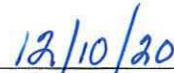
5. The County has designated an Affirmative Action Officer, who has overall responsibility for administering the County's Affirmative Action/Equal Employment Opportunity Policy and Plan.

6. Any employee or job applicant with a question or grievance involving Affirmative Action or Equal Employment Opportunity should contact the Affirmative Action Officer. In the alternative, employees and applicants may contact the Director of the Division of Personnel Management and Labor Relations, or County Counsel with respect to questions and grievances.

7. This Policy Statement will be reaffirmed and revised in accordance with federal, State, and local laws.



EDWARD T. OATMAN
COUNTY MANAGER



Date

COMMITMENT TO AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

The County of Union will abide by all applicable federal, State, and local laws and regulations governing Affirmative Action and Equal Employment Opportunity, as well as the Affirmative Action/Equal Employment Opportunity Policy Statement and Plan set forth in this Manual. These laws and regulations shall include, but are not limited to the following:

- Title VII of the Civil Rights Act of 1964 - prohibits discrimination in employment based on race, color, religion, national origin and sex.
- Pregnancy Discrimination Act - amended Title VII to make it illegal to discriminate in employment against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.
- Age Discrimination in Employment Act – protects individuals who are aged 40 or older from employment discrimination on the basis of age.
- Equal Pay Act – requires employers to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions in the same workplace.
- Executive Order 11246 - prohibits federal government contractors and subcontractors from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin, and requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.
- Americans with Disabilities Act (Title I) – prohibits employers from discriminating against qualified individuals with a disability, and requires employers to grant reasonable accommodations to the known physical and mental limitations of an otherwise qualified individual with a disability, if requested, unless doing so would impose an undue hardship on the employer.
- Rehabilitation Act (Section 504) – provides that no qualified individual with a disability may be excluded from, denied the benefits of, or be subjected to discrimination under, any program or activity that either receives Federal financial assistance or is conducted by any Federal executive agency or the U.S. Postal Service.
- Genetic Information Nondiscrimination Act - prohibits employers from discriminating against employees or applicants because of genetic information, and prohibits the use of genetic information in making employment decisions, restricts employers and other organizations from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.

- Immigration Reform and Control Act of 1986 – prohibits employers from discriminating with respect to hiring, firing or recruitment based on an individual's citizenship or immigration status and prohibits employers from hiring any person who is not legally eligible for employment in the U.S.
- New Jersey Law Against Discrimination – prohibits employers from subjecting applicants and employees to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status.
- New Jersey Public Agency Affirmative Action/EEO Guidelines (P.L. 1975, Ch. 127; N.J.S.A. 10:5-31, N.J.A.C 17:27-1 et seq. – set out Affirmative Action and EEO rules and regulations, which public agencies must follow in awarding and administering public contracts.
- Diane B. Allen Equal Pay Act - amends the New Jersey Law Against Discrimination to strengthen protections against employment discrimination and promote equal pay for women by making it unlawful for an employer to pay any employee, who is a member of a protected class, less than the rate paid to other employees who are not members of that protected class for substantially similar work, based on skill, effort and responsibility.

The goals and evaluative criteria of Affirmative Action and Equal Employment Opportunity shall have equal or greater importance than all other goals established by the County. The County will not be a party to any collective bargaining agreement or other contract, or any provision thereof, which violates Equal Employment Opportunity laws and regulations to which the County is subject. However, nothing in this Plan should be interpreted as invalidating a lawful provision of any agreement existing between Union County and a union or other duly recognized bargaining representative of County employees.

The County's Affirmative Action/Equal Employment Opportunity Policy and Plan applies to all Departments and divisions of the County. The Affirmative Action/Equal Employment Opportunity Policy and Plan shall be reiterated to all supervisory personnel at least annually, and shall be administered at all levels with a positive and supportive attitude. In addition, all contractors and suppliers doing business with Union County and all affiliated institutions under its control and whose employment policies and practices are not under the County's control, must satisfy the requirements of the Affirmative Action/Equal Employment Opportunity Policy and Plan.

Further, the County is committed to ensuring that all services rendered to the public by any Department are provided on a non-discriminatory basis.

DISSEMINATION OF THE AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Employees will be informed through the Division of Personnel Management and Labor Relations (the "Division of Personnel"), and employee orientation and training programs, of the existence, importance, and general principles of the County's Affirmative Action/Equal Employment Opportunity Policy and Plan (collectively, the "AA/EEO Program"). A copy of the Policy Statement shall be posted on the County's website in the public portions, and through the employee-only access portions of the website. In addition, the Employee Handbook shall include a section describing the County's Policy with regards to Equal Employment Opportunity and Affirmative Action, as well as the County's Policy Against Workplace Discrimination and Harassment (Attachment A).

Appropriate officials of all unions and other bargaining representatives, who have collective negotiations agreement(s) with the Division of Personnel and/or other controlling departments, will be provided with a copy of this Equal Employment Opportunity/Affirmative Action Manual (the "AA/EEO Manual" or "this Manual"), and will be advised of their responsibility to all employees, including union members under the AA/EEO Program.

The Director of each Department within Union County government shall receive a copy of this AA/EEO Manual. Directors are responsible for reviewing, understanding and implementing the AA/EEO Program and to ensure that department heads and supervisors also review and understand the AA/EEO Program, and are ready to take appropriate steps when and where necessary to ensure their respective Departments are fully compliant with the AA/EEO Program.

RESPONSIBILITY FOR IMPLEMENTATION OF THE AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

A. County Manager

The ultimate responsibility for achievement of Equal Employment Opportunity in Union County through the Affirmative Action/Equal Employment Opportunity Plan (the "AA/EEO Plan" or "this Plan") lies with the County Manager. It is through the County Manager's Policy Statement, the support of the Board of Chosen Freeholders, and the cooperation of County Department Heads, that the foundation for successful Affirmative Action in Union County is achieved.

B. Affirmative Action Officer

As provided in the Union County Administrative Code, Chap. I, Art. XVII §1-99 and Art. XXIII, § 1-146, the Affirmative Action Officer shall be directly responsible to the County Counsel on all matters relating to affirmative action. The responsibilities of the Affirmative Action Officer include, but are not limited to the following:

1. Developing a written AA/EEO Plan for the County which fulfills all applicable requirements under federal and State laws and regulations.
2. Reviewing the AA/EEO Plan at least annually and updating it as needed to ensure the AA/EEO Plan remains compliant with current law.
3. Directing and/or coordinating all aspects of the Plan internally within County government.
4. Interpreting and monitoring the County's performance and compliance with equal employment opportunity laws and regulations and implementing the County's AA/EEO Program, including the performance and compliance of all County Departments and covered instrumentalities.
5. Overseeing and reviewing the collection and analysis of all statistical data collected in accordance with the AA/EEO Plan, including quarterly reports, and reviewing and updating statistics relating to the County's Affirmative Action goals.
6. Preparing the County's EEO-4 Report in accordance with current Equal Employment Opportunity Commission ("EEOC") guidelines, and submitting the County's EEO-4 Report to the EEOC on a biennial basis (every odd-numbered year).

7. Serving as the Public Agency Compliance Officer (“PACO”) for Union County in accordance with N.J.S.A. 10:5-31, et seq. (P.L. 1975, Ch. 127) and applicable regulations, and ensuring the County acts in accordance with the New Jersey Public Agency Affirmative Action/EEO Guidelines for public contracting.
8. In cooperation with the Division of Personnel, auditing the contents of the County’s bulletin boards and website(s) to ensure AA/EEO compliance information is posted and up-to-date.
9. Keeping management informed of the latest developments in the areas of Affirmative Action and Equal Employment Opportunity.
10. Serving as a liaison between the County and Equal Employment Opportunity enforcement agencies.
11. Serving as a designated recipient of EEO discrimination and harassment complaints.
12. Conducting or directing investigations of individual and multi-person complaints of discrimination or harassment from employees and applicants for employment within Union County.
13. Recommending and developing relevant training programs in cooperation with the Division of Personnel.

C. Division of Personnel Management and Labor Relations

1. Disseminating the Plan, both internally within County government and externally to members of the public, interested parties, and appropriate State and federal agencies.
2. Identifying AA/EEO problem areas and finding effective solutions to such problem areas, in cooperation with senior administration officials.
3. Reviewing County documents, such as the Application for Employment, Notice of Job Vacancy, complaint forms, job announcements and advertisements, job descriptions, etc. to ensure that they do not include any discriminatory or unlawful inquiries or provisions, and are compliant with the AA/EEO Plan requirements.
4. Auditing the contents of the County’s bulletin boards and website(s) to ensure AA/EEO compliance information is posted and up-to-date.

5. Assisting Department Directors and other personnel needing administrative support in meeting their responsibilities under this AA/EEO Plan and under applicable EEO laws and regulations.
6. Maintaining an ongoing, current list of community organizations having an interest in the County's Affirmative Action programs, particularly recruitment, and updating the list as needed (e.g., Workforce Development/American Job Centers, Union County One-Stop Career Centers, Community Access Unlimited, etc.).
7. Disseminating information to ensure all employees can be aware of their rights and available remedies for redress of grievances.
8. Recommending and developing relevant training programs in cooperation with the Office of Affirmative Action.
9. Maintaining accurate and up-to-date records of all applications for employment for interviews, new hires, promotions and terminations by race/ethnicity and sex, and providing these records to the Affirmative Action Officer, when requested.
10. Identifying Affirmative Action problem areas within the Department, formulating solutions, and establishing departmental goals and objectives, when necessary, in consultation with Department Directors.
11. Reviewing the qualifications of all applicants to ensure all qualified applicants are treated fairly and in a consistent, non-discriminatory manner when selection and hiring decisions are made.
12. Monitoring all personnel actions taken throughout the County, including promotion, transfers and other movement of positions or changes in responsibility, compensation, and major disciplinary actions, including termination of employment, to ensure all employees are treated fairly and in a consistent, non-discriminatory manner, and that all employees, including members of all protected classifications, are provided Equal Employment Opportunity.
13. Working with the County's Division of Outreach and Advocacy, Office on Women, Office for People with Special Needs, and Office of LGBTQ Services, as well as the County's Workforce Development Operation and American Job Centers, Office of Community Engagement, and other County agencies and organizations specializing in

recruitment and referral of minority and female applicants with copies of the Notice of Job Vacancy announcements.

14. Maintaining working relationships with multiple organizations interested in the employment of underutilized and underrepresented minority groups and women in Union County.

15. Preparing and maintaining the following as components of an internal audit process to determine compliance with the AA/EEO Program:

- a. An Applicant Flow Log showing the name, race/ethnicity, sex, date of application, job title, interview status and the action taken for all individuals applying for employment; Summary data of external job hires and applicants, and internal transfers and promotions into job groups and within job groups by job category and by sex and race/ethnicity;
- b. Summary data of voluntary resignations, retirements, involuntary terminations, layoffs and recalls by job category and by sex and race/ethnicity;
- c. A Utilization Analysis of Current Employees by job category and by sex and race/ethnicity;
- d. A Utilization Analysis of the local job market to determine availability of qualified, prospective employees by job category and by sex and race/ethnicity;
- e. A Utilization Analysis comparing Current Employees to Availability in the local job market and establishing Placement Goals by job category and by sex and race/ethnicity;
- f. An Analysis of Affirmative Action Program Progress;
- g. Maintenance of employment applications received (not to exceed one year); and
- h. Maintenance of records pertaining to rates of compensation paid to all employees and review of same to ensure no pay discrimination based on sex, race or ethnicity.

D. Department Directors

All Union County Departments must apply the principles and purposes of federal, State, and local law, and County policies, regarding Affirmative Action and Equal Employment Opportunity. Each Department Director shall have overall responsibility for ensuring compliance with Affirmative Action and Non-Discrimination within their Department, however, each Department shall have a designated Personnel Liaison, who will have the day-to-day administrative and compliance responsibilities and the authority to perform these functions within their Department. Although the day-to-day responsibilities are performed by the

Personnel Liaison, Department Directors retain ultimate accountability for compliance. The Director of the Division of Personnel, shall be responsible for selecting and appointing all Personnel Liaisons, in consultation with the Department Director and, as appropriate, the Affirmative Action Officer.

The responsibilities and duties of each Department Director and/or their Department's designated Personnel Liaison are as follows:

1. Ensuring and monitoring compliance with the AA/EEO Program within the Department.
2. Identifying Affirmative Action problem areas within the Department, formulating solutions, and establishing departmental goals and objectives, when necessary, requesting that that Division of Personnel, to the extent it has the flexibility given Civil Service requirements, to make genuine and ongoing efforts to recruit qualified minority candidates, who can compete for positions on a non-discriminatory basis.
3. As requested, informing the Affirmative Action Officer of all activities within the Department, which relate to workforce composition, employment practices and the County's AA/EEO Plan.
4. Reviewing the performance of all employees and taking responsibility to ensure all qualified individuals are treated fairly and in a consistent, non-discriminatory manner when selection, hiring promotion, compensation, and major disciplinary actions, including termination of employment, occur.
5. Taking positive action to ensure that all employees, including minorities, women and members of all protected classes, are not the object of discrimination or harassment by co-workers, supervisors, managers, outside vendors, visitors and members of the public.
6. Assisting the Affirmative Action Officer, the Director of the Division of Personnel, County Counsel, or other designated individual, who is investigating an allegation of discrimination or harassment, and providing the investigator with unrestricted access to all Department employees, records and procedures.

EMPLOYEE RECRUITMENT

The County of Union is committed to a program of affirmative recruitment for qualified women and qualified individuals from particular minority group members, into all job categories in which women and/or particular minority groups have been underutilized and/or are under-represented. The County will not allow any distinction between applicants and employees based on gender or other protected status with regard to opportunities for training and advancement, wages, hours, benefits and other terms and conditions of employment, however, certain positions within County employment are subject to a Bona Fide Occupational Qualification ("BFOQ") such as sex (e.g., requiring specific numbers of males and females to hold positions as Corrections Officers to oversee a prison population, which includes both men and women). Where a BFOQ applies to an open position, the County will give preference to candidates who to satisfy that requirement, but will not discriminate as to any other protected status not impacted by the BFOQ. In addition, the County will not limit or deny employment opportunities to women, or men, with young children.

Underutilization and underrepresentation are based on the representation of women and members of protected classifications based on race/ethnicity in the County's workforce, as compared to their respective representation in the local Union County labor market.

Because the County is a Civil Service employer, recruitment for many open positions within the County government is subject to the limitations imposed by Civil Service law and regulations. Compliance with Civil Service requirements significantly limits the County's ability to focus its recruitment efforts on any particular protected classification.

Subject to the foregoing limitations, Union County's AA/EEO Recruitment Program includes, but is not limited to, the following actions:

A. Vacancy Announcement

When a vacancy exists in a Department, the Department shall initiate preparation of a Position Control form and forward it to the Division of Personnel which will distribute and process a Notice of Job Vacancy form (Attachment B). The purpose of the Notice of Job Vacancy form is to ensure that Affirmative Action is taken in the respective Department to recruit qualified individuals for employment in Union County government. The Division of Personnel is responsible for distributing information to make all interested parties aware of position openings in Union County government.

B. Notice of Job Vacancy Posting Procedure

The County Manager must approve all vacancies via a position control form. Once approved, the Division of Personnel shall ensure the Notice of Job Vacancy is posted within Union County facilities through distribution to and by Personnel Liaisons, and posted on the County's website. The Division of Personnel will distribute Notices of job vacancies to organizations involved in the recruitment of minority and female candidates, as needed, based on the Director, Division of Personnel's mailing list and current staffing needs.

Each Notice of Job Vacancy shall remain posted for a minimum of five (5) working days to allow all interested parties the opportunity to apply for the vacant position(s). The Director of the Division of Personnel may grant written requests to reduce the minimum number of days posted, where deemed appropriate.

C. Reaching Minority and Female Applicants

The Division of Personnel will work with the County's Division of Outreach and Advocacy, Office on Women, Office for People with Special Needs, and Office of LGBTQ Services, as well as the County's Workforce Development Operation and American Job Centers, Office of Community Engagement, and other County agencies and organizations specializing in recruitment and referral of minority and female applicants with copies of the Notice of Job Vacancy announcements. The Division of Personnel will maintain working relationships with multiple organizations interested in the employment of underutilized and underrepresented minority groups and women in Union County.

D. Advertising

With the County Manager's approval, the Division of Personnel may advertise job opportunities using various media sources to inform a broad segment of the population and allow them to apply for available position(s). Such advertising shall be limited to positions, which are not being filled through New Jersey Civil Service Commission certifications, and for which recruitment is deemed to be difficult.

The Affirmative Action Officer shall be available to assist the Division of Personnel in the advertising of job opportunities. All advertisements must contain affirmative action wording, including, "The County of Union is an Affirmative Action/Equal Opportunity Employer". Advertisements should be placed in a general category or when a general category does not exist,

in both the male and female columns with no gender preference indicated. The recruiting Department(s) for which the position is being advertised shall bear the cost of any advertisement.

The County will post most Notices of Job Vacancy in the Division of Personnel section of the Union County website (www.ucnj.org/administrative-services/), as deemed necessary by the Director of the Division of Personnel.

E. Pre-Employment Inquiries

The Union County Application for Employment (Attachment C) is the official application to be completed by all prospective employees. The Affirmative Action Officer, in cooperation with the Division of Personnel and the Office of County Counsel, periodically shall review and update the County's Application for Employment to ensure it is compliant with current developments in laws and regulations. All candidates for positions must complete an Application for Employment, however, applicants for positions in law enforcement must complete the County's Application for Employment as well as a more extensive law enforcement application.

F. Interviewing Candidates for Employment

Interviews of candidates for positions shall be first screened by the Division of Personnel and then sent to the applicable Department(s), which shall conduct substantive interviews. The Affirmative Action Officer may monitor the interview process to ensure:

1. All persons who interview candidates for employment are knowledgeable about the County's AA/EEO Program and its goals for hiring members of protected classes, particularly those who are deemed to be underrepresented within the current Union County workforce.
2. The interviewer is fully committed to achieving the goals outlined in the AA/EEO Plan, particularly as relates to the identification of qualified minorities and females and other protected classifications.
3. Interviewing procedures within a Department are not complicated or intimidating to applicants.
4. All applicants for the same positions consistently receive the same types of questions during the interview process, without regard to gender or any other protected classification.

5. The interviewing procedures are non-discriminatory and do not have an adverse impact on any group or category of applicants, including but not limited to minorities, females, and other protected classifications.

CAREER DEVELOPMENT

Employment within the County of Union is governed by the rules and regulations of the New Jersey Civil Service Commission. The following should be understood with regard to career development:

1. New Jersey Civil Service Commission promotional examinations will continue to be used as a vehicle for advancement in covered positions, as required by law.
2. The County of Union adheres to the merit system and all New Jersey Civil Service Commission rules and regulations governing promotions.
3. The Division of Personnel will monitor all promotions and other movement of positions or changes in responsibilities to ensure that Equal Employment Opportunity is provided to all employees, including members of all protected classifications.
4. The achievement of having minorities and female workers dispersed throughout the various job classifications within County government and represented consistent with their relative availability in the local Union County market place, will be the result of initial assignments, subsequent transfers, promotions, and training opportunities. To ensure that minorities and females are given access to all positions, and all lines of progression, the following procedural considerations should apply:
 - a. All employees shall be given an equal opportunity to compete for all positions for which they are qualified. Qualified candidates may apply for promotion or transfer to higher or more favorable positions without approval from or notice to their present supervisor(s).
 - b. All Department facilities in remote locations shall be given adequate notice of all existing job opportunities in the County. Opportunities shall be posted in visible locations through the Personnel Liaisons, and also may be posted on the County's website, where the notice will reach a wider pool of applicants, as needed. These efforts will allow employees, equal opportunity to be made aware

of job vacancies and promotional opportunities, and to apply for new positions for which they are qualified.

c. The Affirmative Action Officer will be kept apprised of all promotions, upward mobility and lateral changes within job categories to ensure that selections were in compliance with Equal Employment Opportunity rules and regulations.

5. Female employees will not be penalized in their employment because of time spent away from their jobs due to pregnancy and childbirth, and pregnancy-related medical conditions. The County's Family and Medical Leave of Absence Policy includes provisions to allow employees to take medical leave as necessary during pregnancy and while recovering from childbirth, and family leave to bond with a new child(ren). Any disabilities caused or contributed to by pregnancy or related medical conditions are treated the same as disabilities caused or contributed to by other medical conditions under the County's insurance plan(s). The County will grant reasonable accommodations to employees who are pregnant or have pregnancy-related medical conditions, if requested by the employee, deemed medically necessary, and do not impose an undue hardship on the County or on County operations.

INTERNAL AUDIT AND REPORTING SYSTEM

The Affirmative Action Officer shall be responsible for developing and preparing the formal documents of the AA/EEO Program. The Affirmative Action Officer is responsible for the effective implementation of the AA/EEO Program, however, the Division of Personnel, Department Directors, and all managers, supervisors, and Personnel Liaisons, also share in the responsibility of implementing the AA/EEO Program. The County's internal audit and reporting system is designed to:

1. Measure the effectiveness of the AA/EEO Program;
2. Document personnel activities and statistics on current employees;
3. Identify problem areas where remedial action is needed; and
4. Determine the degree to which the County's AA/EEO goals and objectives are being attained, including:

- a. Determining whether and to what extent minorities and females are underutilized in major job categories, including which specific protected classifications are underutilized; and
- b. Identifying causes of underutilization, and employment practices, which have had an unsustainable adverse impact upon members of any protected classifications.

The County's internal auditing system will include review of the following personnel actions and activities to ensure they are being implemented in a non-discriminatory manner and with equal employment opportunity for all individuals without regard to their race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or other protected classification:

1. Recruitment, advertising, and job application procedures;
2. Hiring, promotion, upgrading, layoff, recall from layoff;
3. Rates of pay and any other forms of compensation including fringe benefits;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Sick leave, family leave, paid time off (vacation, holiday, sick, personal, and bereavement), leaves of absence, and any other leave;
6. Training, attendance at professional meetings and conferences; and
7. Any other term, condition, or privilege of employment.

The Division of Personnel shall prepare and maintain the following as components of its internal audit process to determine compliance with the AA/EEO Program:

1. An Applicant Flow Log showing the name, race/ethnicity, sex, date of application, job title, interview status and the action taken for all individuals applying for employment with the County (Attachment E);
2. Summary data of external job hires and applicants, and internal transfers and promotions into job groups and within job groups by job category and by sex and race/ethnicity (Attachment F);
3. Summary data of voluntary resignations, retirements, involuntary terminations, layoffs and recalls by job category and by sex and race/ethnicity (Attachment G);

4. A Utilization Analysis of Current Employees by job category and by sex and race/ethnicity (Attachment H);
5. A Utilization Analysis of the local job market to determine availability of qualified, prospective employees by job category and by sex and race/ethnicity (Attachment I);
6. A Utilization Analysis comparing Current Employees to Availability in the local job market and establishing Placement Goals by job category and by sex and race/ethnicity (Attachment J);
7. An Analysis of Affirmative Action Program Progress (Attachment K);
8. Maintenance of employment applications received (not to exceed one year); and
9. Maintenance of records pertaining to rates of compensation paid to all employees and review of same to ensure no pay discrimination based on sex, race or ethnicity.

In preparing the above data and the reports referenced below, job categories and race/ethnicity categories shall be constructed in accordance with the job and race/ethnicity categories designed by the federal Equal Employment Opportunity Commission ("EEOC") for purposes of completing the EEO-4 report. The current job categories and race/ethnicity categories are set out on the Workforce Analysis spreadsheet (Attachment L). The current job titles with their corresponding job group names and EEO-1 categories are set out on the Job Group Analysis: Listing of Job Titles (Attachment M).

As a key element of the County of Union's AA/EEO audit system, the Affirmative Action Office shall prepare and maintain quarterly reports documenting the County's efforts to achieve its AA/EEO Program goals. The Affirmative Action Officer will prepare the quarterly reports based on the summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job category, by sex and by race/ethnicity category, as well as the summary data of applicant flow, including total applicants by sex and race/ethnicity category and actual department statistics by job category and by sex and race/ethnicity category. The information for the quarterly reports shall be provided to the Affirmative Action Officer by the Division of Personnel.

The Affirmative Action Officer also will prepare and maintain EEO-4 Reports required of all state and local governments of a certain size by federal law (Attachment N). EEO-4

Reports must be prepared and filed biennially (every odd-numbered year), and contain statistical information of the County's workforce as of June 30 of the survey year, broken down by job categories, sex, race/ethnicity, and annualized salary range. Once finalized, the EEO-4 Report must be filed with the Equal Employment Opportunity Commission ("EEOC"). In addition to filing with the EEOC, a copy of the EEO-4 Report shall be submitted to the Director of the Division of Personnel and the County Manager.

Corrective Actions

If the auditing and reporting should reveal any problems related to AA/EEO Program compliance, including but not limited to underutilization disproportionate, rejection ratios, EEO charges, etc., then the Affirmative Action Officer will discuss any such problems with the Director of the Division of Personnel to devise corrective actions to address these problems. The Affirmative Action Officer shall report the status of the County's progress in meeting AA/EEO goals and objectives to the County Manager, and advise the County Manager of any problem areas and proposed corrective actions to address the problems, prior to implementation. The types of potential corrective actions the County may implement include, but are not limited to the following:

1. Eliminate all practices that have discriminatory impacts and replace them with practices which have non-discriminatory impacts and further the goals and objectives of the AA/EEO Program.
2. Eliminate any employment practices, which have an adverse effect on the employment of minorities or females in non-traditional positions and which are not demonstrated to be related directly to job performance, and replace those discriminatory practices with practices, which are lawful, non-discriminatory, and further the goals and objectives of the AA/EEO Program.
3. Identify and implement new or modified programs, which remedy both the effects of such discriminatory practices and of past discriminatory actions.
4. Make a good faith effort to fill vacancies consistent with the proposed goals as set forth in this Manual and, to the extent viable given Civil Service and BFOQ limitations, strive to recruit new employees from race/ethnic categories, for which their relative

representation within the County workforce is less than their relative representation within the County's local labor market.

5. Conduct training of Department Directors, managers and supervisors to ensure they understand the goals and objectives of the AA/EEO Program and their role in implementing the AA/EEO Program.

6. Make compliance with and promotion of the goals and objectives of the AA/EEO Program part of the job duties of all Department Directors, managers and supervisors, and evaluate performance based on this job duty to incentivize compliance.

COMPLAINTS

A. Complaint Procedure

Any County employee or applicant for employment, who feels they have been subject to discriminatory treatment or harassment with regard to any aspect of employment or applicant for employment, is encouraged to notify the perpetrator or harasser that the behavior in question is offensive and unwelcome. The failure to inform the perpetrator or harasser that the behavior is unwelcome does not prevent the employee or applicant from filing a complaint pursuant to this procedure.

Any employee or applicant, who feels they have been subject to discriminatory treatment or harassment with regard to any aspect of employment, should report the complaint directly to the Affirmative Action Officer. Alternatively, an employee or applicant may report a complaint of discriminatory treatment or harassment directly to the Director of the Division of Personnel or to County Counsel. Throughout this procedure, the Affirmative Action Officer, Director of the Division of Personnel and County Counsel shall be referenced as the "Designated Complaint Recipients," and whichever of them receives a particular complaint will be referenced as the "Complaint Recipient." Throughout this procedure, an employee or applicant who reports a complaint will be referenced as the "Complainant". The names and contact information for the designated complaint recipients are listed on the last page of this Manual.

Upon receiving a complaint, the Complaint Recipient will ask the Complainant to complete a Discrimination/Harassment Complaint Form, and to explain the facts, identify the alleged discriminating/harassing party/parties, and to identify any witnesses and other evidence.

(Attachment O). Employees are not required to complete the Complaint Form to initiate a complaint under this procedure.

Any employee or applicant uncomfortable reporting a complaint to one of the Designated Complaint Recipients may report the complaint to any Supervisor with whom they feel comfortable. When any Supervisor learns of or receives a complaint of alleged discrimination and/or harassment, they shall promptly assist the Complainant in reporting the complaint to one of the Designated Complaint Recipients. Alternatively, the Supervisor shall promptly report the matter to one of the Designated Complaint Recipients.

The County strongly encourages employees, who witness conduct that they believe violates the County's Policy Against Workplace Discrimination and Harassment, to report the violation pursuant to this complaint procedure.

The County encourages the prompt reporting of complaints so that prompt response and appropriate action may be taken. Any complaint should be reported within sixty (60) days to be considered current. Nevertheless, due to the sensitive nature of these situations, all complaints will be investigated, regardless of when they are filed.

B. Responsibilities of Supervisory Personnel

Supervisors are to monitor the work environment to ensure that all subordinates and other persons comply with the County's Policy Against Discrimination and Workplace Harassment. When a supervisor learns of a potential violation of this Policy, the supervisor shall assist the potential Complainant in reporting the alleged incident(s) of discrimination or harassment to one of the Designated Complaint Recipients. Alternatively, or if the potential Complainant is unwilling to report the complaint, then the supervisor shall report the matter to one of the Designated Complaint Recipients.

Any supervisor who receives a harassment complaint from any employee or applicant must bring it to the attention of one Designated Complaint Recipients.

Supervisors who do not fulfill their responsibilities under this Policy will be subject to disciplinary action up to and including termination of employment.

C. Investigation Procedure

The County shall conduct an investigation into the discrimination or harassment complaint to determine the merits of the allegations, provided the Complainant provides at least a minimal amount of information with which the County can initiate an investigation (who did it,

when, and what did they did). The Complaint Recipient shall designate an objective investigator to determine the validity of any complaint. The objective investigator may be one of the Designated Complaint Recipients or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

The investigation, at a minimum, will include an interview with the Complainant and the accused, and also will include interviews with any witnesses identified and review of documents or other evidentiary materials received or uncovered during the investigation. The investigator shall produce a report documenting the County's investigation. The report is a confidential internal document. The County will not release the report to the Complainant or the accused. The County, however, in its discretion, may opt to release the report if, for example, the matter proceeds to litigation or an administrative agency or under other circumstances the County deems appropriate, or if required by law or regulation.

At the conclusion of the investigation, the Complainant and the accused will be notified in writing of the outcome of the investigation, but not of the details of the investigation. Upon completion of the investigation, the Affirmative Action Officer shall maintain the entire report and file in a secure location.

D. Disciplinary Action

If the County determines that the complaint has merit, the perpetrator shall face appropriate disciplinary action based upon the severity of the behaviors constituting the discriminatory/harassment, the effect of the discriminatory/harassing behavior on the victim, the effect of the harassing behavior on the County's operations and on other County employees, the supervisory relationship, if any, between the perpetrator and the victim, and any prior history of past charges against the perpetrator. Disciplinary action may include a written warning, suspension, individual or group counseling or training, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, Civil Service regulations and applicable due process safeguards.

In the event that the County determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee or other action against the applicant, who caused the false complaint to be filed. Complaints that are brought in good faith, even if unsubstantiated, do not constitute an intentionally dishonest accusation.

E. Confidentiality

The County has a compelling interest in protecting the integrity of its investigations. In every investigation, the County has a strong desire to protect the Complainant and all other witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated and to prevent "cover-ups."

The County may decide, in some circumstances, that in order to achieve these objectives, the County must maintain the investigation and its role in it in strict confidence. If the County reasonably imposes such a requirement and any employee(s) does not maintain such confidentiality, the employee(s) may be subject to disciplinary action up to and including immediate termination.

F. Retaliation Prohibited

The County encourages employees and applicants for employment, who believe they are the victim of discrimination and/or harassment, to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of discrimination and harassment. The filing of a complaint, in good faith, shall not, under any circumstances provide cause for discipline. Additionally, it is a violation of County Policy for any personnel to retaliate against another person because they filed a complaint or otherwise participated in a complaint investigation.

Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments, exclusionary conduct, or any other activity that may constitute retaliation following a complaint, or participation in a complaint investigation, in accordance with this procedure.

G. Consensual Relationships

The County strongly discourages romantic or sexual relationships between a management or other supervisory employee and his or her subordinate (including any employee who reports directly or indirectly to that person) because such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the subordinate employee. Moreover, given the uneven balance of power within such relationship, consent by the subordinate is suspect and may be viewed by others or, at a later date, by the subordinate, as the result of coercion or intimidation.

If a County employee enters into a consensual relationship which is romantic or sexual in nature with a subordinate (including any employee who reports directly or indirectly to that person), both employees are strongly encouraged to notify the Director of the Division of Personnel. Upon notice, the Director of the Division of Personnel will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job responsibilities, etc.) to determine whether to change the reporting relationship or take other appropriate action.

H. Legal Effect

This procedure is to be construed as a unilateral expression of the procedure of Union County concerning discrimination and harassment in the workplace. It is not intended to create any contractual rights or duties and any such intention or effect is disclaimed. This Policy may be amended, supplemented, modified and/or revised at any time.

Any employee with questions regarding the County's Policy Against Workplace Discrimination and Harassment should contact any of the Designated Complaint Recipients.

Resolution: 2020-862

Adopted: December 3, 2020

UNION COUNTY'S POLICY
AGAINST WORKPLACE DISCRIMINATION AND HARASSMENT
DESIGNATED COMPLAINT RECIPIENTS CONTACT INFORMATION

Affirmative Action Officer:

Stella Malpere
Affirmative Action Officer
Office of County Counsel
Administration Building
Elizabethtown Plaza
Elizabeth, New Jersey 07207
Telephone: (908) 527-4230
Email: smalpere@ucnj.org

Director, Division of Personnel Management and Labor Relations:

Claudia Martins
Director, Division of Personnel Management and Labor Relations
Administration Building
Elizabethtown Plaza
Elizabeth, New Jersey 07207
Telephone: (908) 527-4289
Email: cmartins@ucnj.org

County Counsel:

Bruce H. Bergen, Esq.
County Counsel
Administration Building
Elizabethtown Plaza
Elizabeth, New Jersey 07207
Telephone: (908) 527-4250
Email: bbergen@ucnj.org

**UNION COUNTY
POLICY AGAINST WORKPLACE
DISCRIMINATION AND HARASSMENT**

The County of Union is committed to providing a work environment that is free of discrimination. The County will not tolerate discrimination or harassment of or by County employees towards anyone.

Applicability

This policy applies to all persons employed by the County of Union, including, but not limited to the Sheriff's Office, the Prosecutor's Office, the Office of the County Clerk, and the Surrogate's Office, as well as volunteers working on behalf of the County, and prohibits such conduct by or towards all such employees/volunteers. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the County of Union also are expected to abide by this Policy. In addition, no County employee shall be required to withstand behavior from the public that violates this Policy.

Purpose

This Policy is designed to ensure all employees of the County of Union a work environment free of any type of discrimination based upon a protected group status, including freedom from sexual harassment and other forms of workplace harassment. The purpose of this Policy is to inform employees that all forms of discrimination and harassment are prohibited, to educate employees about discrimination and harassment and to provide employees with a procedure to bring complaints to management's attention.

Provisions

1. All County employees are expected to avoid any behavior or conduct of a discriminatory and/or harassing nature, including workplace bullying. The County prohibits any form of discrimination and harassment related to an employee's protected group status, including race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, gender/sex (including pregnancy), gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities), atypical hereditary cellular or blood trait, veteran's status or because of the liability for service in the Armed Forces of the United States, citizenship status, or any other group status protected by law.

Workplace bullying includes, but is not limited to, intimidation and repeated malicious or offensive conduct directed against another employee or group of employees, or performed by any employee or group of employees.

Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, physical, expressed or implied conduct relating to an individual's protected group status or on any other basis.

Any form of harassment, including but not limited to harassment due to or related to an employee's protected group status violates this Policy and will result in appropriate disciplinary action up to and including termination of employment. Other forms of perceived harassment, which are not due or related to an employee's protected group status, also may constitute workplace harassment as defined in this Policy.

2. Sexual Harassment: The County prohibits sexual harassment of its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including dismissal from employment.

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communication, expressed or implied, of a sexual nature when:

- (1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- (2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or
- (3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating hostile or offensive employment environment.

- B. Prohibited Conduct:

Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee. No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment.

Other sexually harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

- (1) Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;
- (2) Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes and comments about gender-specific traits, and foul or obscene language or gestures;
- (3) The display of sexually graphic pictures or objects, pictures of an offensive nature in the work place; sexually suggestive written or electronic material such as letters, notes, facsimiles, text messages, e-mails; e-mail attachments, and other electronic communications;
- (4) Any unwelcome touching, including, for example, patting, pinching, hugging, cornering and repeated brushing against another employee's body, or inappropriately touching one's own body in front of others.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender or gender identity. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a person to non-sexual harassment solely because of their gender or gender identity. Sexual harassment is prohibited regardless of the gender of the harasser and regardless of whether the harassment is opposite sex or same-sex harassment.

3. Complaint Procedure:

Any County employee who feels they have been subject to discriminatory treatment or harassment with regard to any aspect of employment, is encouraged to notify the perpetrator/harasser that the behavior in question is offensive and unwelcome. The failure to inform the perpetrator/harasser that the behavior is unwelcome does not prevent the victim from filing a complaint pursuant to this Policy.

Any employee who feels they have been subject to discriminatory treatment or harassment with regard to any aspect of employment, should report the complaint directly to the Affirmative Action Officer. Alternatively, an employee may report a complaint of discriminatory treatment or harassment directly to the Director of the Division of Personnel Management and Labor Relations or to County Counsel.

Throughout this Policy, the Affirmative Action Officer, Director of the Division of Personnel Management and County Counsel shall be referenced as the "Designated Complaint Recipients" and whichever of them receives a complaint will be referenced as the "Complaint Recipient." Throughout this Policy, an employee who reports a complaint will be referenced as the "Complainant". The names and contact information for the Designated Complaint Recipients are listed on the Designated Complaint Recipients page attached to this Policy.

Upon receiving a complaint, the Complaint Recipient will ask the Complainant to complete a Discrimination/Harassment Complaint Form, and to explain the facts, identify the alleged discriminating/harassing party/parties, and to identify any witnesses and other evidence. Employees are not required to complete the Complaint Form to initiate a complaint under this Policy. Any employee uncomfortable reporting a complaint to one of the Designated Complaint Recipients should report the complaint to their supervisor or any supervisor with whom they feel comfortable. When any Supervisor learns of or receives a complaint of alleged discrimination and/or harassment, they shall promptly assist the Complainant in reporting the Complaint to one of the Designated Complaint Recipients. Alternatively, the supervisor shall promptly report the matter to one of the Designated Complaint Recipients.

The County strongly encourages employees who witness conduct that they believe violates the County's Policy Against Workplace Discrimination and Harassment to report the violation pursuant to this complaint procedure.

The County encourages the prompt reporting of complaints so that a prompt response and appropriate action may be taken. Any complaint should be reported within sixty (60) days to be considered current. Nevertheless, due to the sensitive nature of these situations, all complaints will be investigated, regardless of when they are filed.

4. Retaliation Prohibited:

The County encourages employees, who believe they are the victim of discrimination and/or harassment, to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of discrimination and harassment. Retaliation includes but is not limited to verbal remarks, irregular assignments or exclusionary conduct. The filing of a complaint, in good faith, shall not, under any circumstances provide cause for discipline.

Additionally, it is a violation of this Policy for any personnel to retaliate against another person because they filed a complaint or otherwise participated in the complaint procedure.

If the County determines that retaliation has occurred, the perpetrator shall face appropriate disciplinary action. Disciplinary action may include a written warning, suspension, individual or group counseling or training, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, Civil Service regulations and applicable due process safeguards.

5. Investigation Procedure:

The County shall conduct a prompt, thorough and impartial investigation into the discrimination or harassment complaint to determine the merits of the allegations, provided the Complainant provides at least a minimal amount of information with which the County can initiate an investigation (who did it, when, and what did they do). The Complaint Recipient shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include one of the Designated Complaint Recipients or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved.

All County employees are expected to cooperate with investigations by providing truthful information and relevant documentation in response to questions and information requests. County employees who fail to cooperate, provide intentionally deceptive information or otherwise impede an investigation, will be subject to disciplinary action.

The investigation, at a minimum, will include an interview with the Complainant and the accused, and also will include interviews with any witnesses identified and review of documents or other evidentiary materials received or uncovered during the investigation. The investigator may put interim measures in place, if necessary, before the investigation is complete. The investigator shall produce a report documenting the County's investigation. The report is a confidential internal document. The County will not release the report to the Complainant or the accused. The County, however, in its discretion, may opt to release the report if, for example, the matter proceeds to litigation or an administrative agency or under other circumstances the County deems appropriate, or if required by law or regulation.

At the conclusion of the investigation, the Complainant and the accused will be notified in writing of the outcome of the investigation, but not of the details of the investigation. Upon completion of the investigation, the Affirmative Action Officer shall maintain the entire file in a secure location.

6. Disciplinary Action:

If the County determines that the complaint has merit, the perpetrator shall face appropriate disciplinary action based upon the severity of the behaviors constituting the discrimination/harassment, the effect of the discriminatory/harassing behavior on the victim, the effect of the discriminatory/harassing behavior on the County's operations and on other County employees, the supervisory relationship, if any, between the perpetrator and the victim and any prior history of past charges against the perpetrator. Disciplinary action may include a written warning, suspension, individual or group counseling or training, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, Civil Service regulations and applicable due process safeguards.

In the event that the County determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the false complaint to be filed. Complaints that are brought in good faith, even if unsubstantiated, do not constitute an intentionally dishonest accusation.

7. Confidentiality:

The County has a compelling interest in protecting the integrity of its investigations. In every investigation, the County has a strong desire to protect the Complainant and all other witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated and to prevent "cover-ups." The County may decide, in some circumstances, that in order to achieve these objectives, the County must maintain the investigation and its role in it in strict confidence. If the County reasonably imposes such a requirement and any employee(s) does not maintain such confidentiality, the employee(s) may be subject to disciplinary action up to and including immediate termination.

8. Responsibilities of Supervisory Personnel:

Supervisors are to monitor the work environment to ensure that all subordinates and other persons comply with this Policy. When a supervisor learns of a potential violation of this Policy, the supervisor shall assist the potential Complainant in reporting the alleged incident(s) of discrimination or harassment to one of the Designated Complaint Recipients. Alternatively, or if the potential Complainant is unwilling to report the complaint, then the supervisor shall report the matter to one of the Designated Complaint Recipients.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of one Designated Complaint Recipients.

Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments, exclusionary conduct, or any other activity that may constitute retaliation following a complaint, or participation in a complaint investigation, under this Policy.

Any supervisor who witnesses or receives a report of retaliation from an employee must bring it to the attention of one of the Designated Complaint Recipients. Supervisors who do not fulfill their responsibilities under this Policy will be subject to disciplinary action up to and including termination of employment.

9. Consensual Relationships:

The County strongly discourages romantic or sexual relationships between a management or other supervisory employee and his or her subordinate (including any employee who reports directly or indirectly to that person) because such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the subordinate employee. Moreover, given the uneven balance of power within such relationship, consent by the subordinate is suspect and may be viewed by others or, at a later date, by the subordinate, as the result of coercion or intimidation.

If a County employee enters into a consensual relationship which is romantic or sexual in nature with a subordinate (including any employee who reports directly or indirectly to that person), both employees shall notify the Director of the Division of Personnel Management and Labor Relations. Upon notice, the Director of the Division of Personnel Management and Labor Relations will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job responsibilities, etc.) and determine whether to change the reporting relationship or take other appropriate action.

10. Legal Effect:

This Policy is to be construed as a unilateral expression of the policy of Union County concerning discrimination and harassment in the workplace. It is not intended to create any contractual rights or duties and any such intention or effect is disclaimed. This Policy may be amended, supplemented, modified and/or revised at any time.

Any employee with questions regarding the County's Policy Against Workplace Discrimination and Harassment should contact any of the Designated Complaint Recipients.

Resolution: 2020-861
Adopted: December 3, 2020

NOTICE OF JOB VACANCY

DEPARTMENT:

DIVISION:

TITLE:

BRIEF DESCRIPTION OF POSITION:

EXPERIENCE/EDUCATION:

SALARY RANGE:

ISSUE DATE:

CLOSING DATE:

AUTHORIZED SIGNATURE: _____

PRINT NAME:

TITLE:

**INTERESTED APPLICANTS MAY CONTACT UNION COUNTY
DEPARTMENT OF PERSONNEL**

**UNION COUNTY IS AN AFFIRMATIVE ACTION/
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

UNION COUNTY RESIDENCY REQUIRED

**COUNTY OF UNION
APPLICATION FOR EMPLOYMENT**DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL MANAGEMENT AND LABOR RELATIONS
UNION COUNTY ADMINISTRATION BUILDING
10 ELIZABETHTOWN PLAZA ELIZABETH, NJ 07207**AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**

AN EQUAL OPPORTUNITY EMPLOYER OPERATING UNDER THE NEW JERSEY CIVIL SERVICE MERIT SYSTEM AND AN ESTABLISHED AFFIRMATIVE ACTION PROGRAM. DO NOT INCLUDE ON THE APPLICATION FORM ANY INFORMATION REGARDING AGE, RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN OR DISABILITY. COMPLETE ENTIRE APPLICATION. A RESUME MAY SUPPLEMENT, BUT NOT SUBSTITUTE FOR THIS APPLICATION.

APPLICANT INFORMATION

POSITION APPLIED FOR		WHEN WOULD YOU BE AVAILABLE TO BEGIN WORK?	
TYPE OF EMPLOYMENT <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		E-MAIL ADDRESS	
FULL NAME (LAST, FIRST, MIDDLE)		TELEPHONE NUMBER	
STREET	CITY	STATE	ZIP CODE
DO YOU POSSESS A VALID DRIVER'S LICENSE? (IF APPLICABLE TO THE POSITION YOU APPLIED FOR) <input type="radio"/> YES <input type="radio"/> NO	HOW LONG HAVE YOU LIVED IN UNION COUNTY?	ARE YOU NOW OR HAVE YOU EVER BEEN ENROLLED IN A STATE ADMINISTERED PENSION SYSTEM? <input type="radio"/> YES <input type="radio"/> NO	

EMPLOYMENT RECORD (LIST LAST OR PRESENT EMPLOYER FIRST)

EMPLOYER NAME	ADDRESS		
LENGTH OF EMPLOYMENT FROM TO	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING	
EMPLOYER NAME	ADDRESS		
LENGTH OF EMPLOYMENT FROM TO	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING	
EMPLOYER NAME	ADDRESS		
LENGTH OF EMPLOYMENT FROM TO	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING	

U.S. MILITARY SERVICE

BRANCH OF SERVICE	RANK	SPECIALTY
SPECIAL SKILLS OR TRAINING RECEIVED		

EDUCATION

CIRCLE HIGHEST YEAR ATTENDED	NAME AND LOCATION OF SCHOOL	MAJOR COURSE OF STUDY AND DEGREE EARNED	WERE YOU GRADUATED
GRAMMAR SCHOOL 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/>			
HIGH SCHOOL 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/>			
COLLEGE 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/>			
OTHER SCHOOL OR APPRENTICE			

MISCELLANEOUS

OFFICE AND/OR COMPUTER SKILLS INCLUDE STENO/TYPING WPM IF APPLICABLE	HOBBIES OR INTERESTS WHICH HAVE A DIRECT BEARING ON THE JOB YOU ARE SEEKING
---	---

ADDITIONAL INFORMATION TO ASSIST IN FINDING THE PROPER POSITION FOR YOU

REFERENCES

FULL NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN
FULL NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN
FULL NAME	ADDRESS	TELEPHONE NUMBER	YEARS KNOWN

APPLICANT CERTIFICATION

I UNDERSTAND THAT THE COUNTY OF UNION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON ANY PROTECTED STATUS UNDER LAW, IN THE SELECTION OF CANDIDATES FOR INTERVIEW OR HIRING. I ALSO UNDERSTAND THAT THE COUNTY WILL CONSIDER REASONABLE ACCOMMODATIONS FROM ANY APPLICANT OR EMPLOYEE WITH A DISABILITY, WHO REQUESTS A REASONABLE ACCOMMODATION DURING THE APPLICATION OR INTERVIEW PROCESS OR DURING EMPLOYMENT. BY MY SIGNATURE BELOW, I ACKNOWLEDGE AND AGREE THAT IF I RECEIVE AN OFFER OF EMPLOYMENT FROM THE COUNTY, THE OFFER WILL BE MADE CONTINGENT ON ANY OR ALL OF THE FOLLOWING: CONFIRMATION OF MY REFERENCES, CONFIRMATION OF MY CERTIFICATION (IF APPLICABLE), SUCCESSFUL COMPLETION OF ANY PRE-EMPLOYMENT MEDICAL TESTING, DRUG SCREENING AND A CRIMINAL BACKGROUND CHECK. I ALSO UNDERSTAND THAT IF HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION. BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF MY STATEMENTS CONTAINED IN THIS APPLICATION, ON MY RESUME OR CV, AND ALL INFORMATION AND DOCUMENTS I PROVIDED OR WILL PROVIDE IN SUPPORT OF MY APPLICATION OR CANDIDACY FOR EMPLOYMENT (ORAL, WRITTEN AND ELECTRONIC) ARE ACCURATE AND TRUE WITHOUT QUALIFICATION. I UNDERSTAND THAT IF ANY STATEMENT OR INFORMATION IS FOUND TO BE FALSE, IT MAY BE GROUNDS FOR REJECTION OF MY APPLICATION, WITHDRAWAL OF AN OFFER OF EMPLOYMENT, OR TERMINATION OF EMPLOYMENT. BY MY SIGNATURE BELOW, I AUTHORIZE UNION COUNTY TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, CURRENT AND FORMER EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND TO OTHERWISE INVESTIGATE AND VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION, MY RESUME/CV, AND ANY OTHER INFORMATION I PROVIDE TO THE COUNTY DURING THE APPLICATION PROCESS. I HEREBY RELEASE FROM LIABILITY UNION COUNTY AND ITS AGENTS AND REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, BUSINESS ENTITIES AND ORGANIZATIONS FOR PROVIDING SUCH INFORMATION TO THE COUNTY, EXCEPT THIS RELEASE DOES NOT AUTHORIZE DISCLOSURE OR USE OF DISABILITY OR MEDICAL-RELATED INFORMATION IN A MANNER PROHIBITED BY LAW. I FURTHER AUTHORIZE THE COUNTY (OR ITS AGENT OR REPRESENTATIVE) TO OBTAIN A CONSUMER CREDIT REPORT ABOUT ME AS PART OF LITIGATION RESEARCH OR A BACKGROUND INVESTIGATION. PURSUANT TO THE FAIR CREDIT REPORTING ACT 15 U.S.C. SECTION 1681 ET. SEQ., I AUTHORIZE ALL CREDIT REPORTING AGENCIES TO RELEASE AVAILABLE INFORMATION ABOUT MY CREDIT TO THAT FIRM OR ITS AGENT. I FURTHER RELEASE UNION COUNTY, AND ITS AGENTS AND REPRESENTATIVES, FROM ANY LIABILITY RELATED TO OBTAINING THIS INFORMATION. BY MY SIGNATURE BELOW, I AGREE THAT I FULLY UNDERSTAND THE STATEMENTS ABOVE AND AGREE TO BE BOUND BY THEM.

SIGNATURE OF APPLICANT	DATE
IF SOMEONE OTHER THAN THE APPLICANT COMPLETED THIS APPLICATION, THE FOLLOWING MUST BE SIGNED. I HEREBY ATTEST ALL STATEMENTS ON THE APPLICATION ARE TRUE AND THAT THE APPLICANT HAS COMPLETE KNOWLEDGE AND UNDERSTANDING OF ALL THE INFORMATION I PROVIDED ON THIS APPLICATION.	
SIGNATURE OF ATTESTER	DATE

VOLUNTARY DEMOGRAPHIC INFORMATION

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. **Responses to these questions are voluntary.** This form will be maintained in the Office of Affirmative Action and will not be made part of your Personnel file should you be hired. The aggregate information collected through this form will be kept private to extent permitted by law and be used solely for the purpose of collecting information for our Affirmative Action Plan.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application regardless of whether you choose to answer any of these questions, but we encourage you to answer them regardless.

1. Name: _____
Position Applied For: _____

2. How did you learn about this position (Check One) :
- ☐ **Union County Internet Site**
 - ☐ **State of New Jersey Civil Service Commission Website**
 - ☐ **Employee Referral**
 - ☐ **Other**

3. Gender (Check One)
- ☐ **Male**
 - ☐ **Female**
 - ☐ **Non-Binary/Undesignated**

4. Ethnicity/Race
- ☐ **Hispanic or Latino** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - ☐ **American Indian or Alaska Native** – a person having origins in any of the original peoples of North, and who maintains tribal affiliation or community attachment.
 - ☐ **Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
 - ☐ **Black or African American** – a person having origins in any of the Black racial groups of Africa.
 - ☐ **Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - ☐ **White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Applicant Flow Log

Job Title:	Date Posted:		Date Filled:
-------------------	---------------------	--	---------------------

	Referred by: (W= County Website Posting, R= Employee Referral, O=Other) Sex: (M=Male, F= Female, NB= Non-Binary/Undesignated, D=Declined to identify,) Ethnicity: (H=Hispanic or Latino, NH=Non-Hispanic or Latino) Race: I=American Indian/Alaska Native, A=Asian, B=Black/African American, P=Native Hawaiian/Other Pacific Islander, W=White, S=Two or more races
--	--

APPLICANT NO.	APPLICANT NAME (LAST, FIRST)	DATE APPLIED	SEX	ETHNICITY	RACE	STATUS	ACTION TAKEN
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

ATTACHMENT E

**SUMMARY DATA:
PERSONNEL ACTIVITY**

	HISPANIC OR LATINO		MALES						FEMALES					
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	Native Hawaiian or Other Pacific Islander	ASIAN	American Indian or Alaska Native	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	Native Hawaiian or Other Pacific Islander	ASIAN	American Indian or Alaska Native	TWO OR MORE RACES
EXTERNAL HIRES														
EXTERNAL APPLICANTS														
INTERNAL TRANSFERS & PROMOTIONS – INTO JOB GROUP														
INTERNAL TRANSFERS & PROMOTIONS – WITHIN JOB GROUP														
TOTALS (COUNT EACH PERSON ONCE ONLY)														

**SUMMARY DATA:
PERSONNEL ACTIVITY**

	HISPANIC OR LATINO		MALES						FEMALES					
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	Native Hawaiian or Other Pacific Islander	ASIAN	American Indian or Alaska Native	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	Native Hawaiian or Other Pacific Islander	ASIAN	American Indian or Alaska Native	TWO OR MORE RACES
VOLUNTARY RESIGNATIONS & RETIREMENTS														
INVOLUNTARY TERMINATIONS														
LAYOFFS														
RECALLS														
TOTALS (COUNT EACH PERSON ONCE ONLY)														

**UTILIZATION ANALYSIS:
CURRENT EMPLOYEES IN JOB GROUPS**

JOB GROUP	TOTAL # OF EMPLOYEES	# OF FEMALES	FEMALE EMPLOYEE %	# OF MINORITIES	MINORITY EMPLOYEE %
1					
2					
3					
4					
5					
6					
7					
8					

Utilization Analysis:
Determining Availability of the Local Job Market

Job Group:	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the reasonable recruitment area.							
2. Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.							
Totals:							

**UTILIZATION ANALYSIS:
COMPARING CURRENT EMPLOYEES TO
AVAILABILITY IN THE LOCAL JOB MARKET
AND ESTABLISHING PLACEMENT GOALS**

Job Group	Female Employee %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal For Females	Minority Employee %	Minority Availability %	Establish Goal? Yes/No	If Yes, Goal For Minorities
1								
2								
3								
4								
5								
6								
7								
8								

ANALYSIS OF AFFIRMATIVE ACTION PROGRAM PROGRESS: [] PRIOR YEAR AAP [] CURRENT YEAR AAP

Job Group:		Goal Placement Rate (%)	Actual Placement Rate (%)	ANALYSIS OF GOOD FAITH EFFORTS
1	MINORITY			
	FEMALE			
2	MINORITY			
	FEMALE			
3	MINORITY			
	FEMALE			
4	MINORITY			
	FEMALE			
5	MINORITY			
	FEMALE			
6	MINORITY			
	FEMALE			
7	MINORITY			
	FEMALE			
8	MINORITY			
	FEMALE			

ATTACHMENT I

[illegible]

JOB GROUP ANALYSIS: LISTING OF JOB TITLES

JOB TITLES	JOB GROUP NAME	EEO-1 CATEGORY
Asst Dir DUI Res Cn Asst Dir Human Svc JTPA Asst Director TNSC Asst Hosp Adm Asst Personnel Offcr Budget Examiner Chief Juv Det Offcr Co Emerg Mgmt Coord Comm Org Spclst Community Svc Wkr Confidential Aide Confidential Asst Coord Monitor Eval County Emerg Mgmt Planner County Police Chief County Tax Admin Cty Division Head Cty Division Head JTPA Dep Clerk Bd Freeholders Deputy Chief Cty Invest Deputy County Clerk Deputy Dir One-Stop Deputy Director Welfare Deputy Surrogate Dir Community Devl Prgm Dir Office Handicap Director of Welfare Director Repair & Maint Director TNSC Ee Bd of Election (Administrator) Ee Bd of Election (Deputy Administrator) Emp Spclst (Dep Dir WIB) Executive Dir Aging First Asst Prosecutor GIS Spclst 3 Health Officer Medical Records Adm Mental Health Admin Prosecutor Agent / Acad Dir Prosecutor Agent / Lab Dir Public Health Planner Sr Pgm Dev Spec CS Supt Weights & Measures	1	OFFICIALS & ADMINISTRATORS

Systems Analyst Undersheriff Youth Oppor Coord	1	OFFICIALS & ADMINISTRATORS (Con't)
Accountant Adm Rape Vic Pv Pgm Adm Spvr of Im Adm Spvr of Nurses Admin Analyst Adv Victim Witness Prgm Affirm Action Offer Analyst Grant Apps Asst Adm Spvr of Im Asst Adm Spvr of Sw Asst County Counsel Asst Fiscal Officer Asst Prgm Analyst Asst Prgm Coord NET Asst Prosecutor Asst Public Info Officer Asst Training Spvr Cwa Buyer Captain of County Invest Case Manager 1 JTPA Chief Rec Therapist Co Corr Capt Co Corr Lieut Co Medical Examiner Co Police Capt Co Police Lieut Comm Org Spclst Community Svc Wkr Conf Spec Proj Coord JTPA Confidential Asst Constr Mgmt Spec 4 Coord Child Support Coord Nurse Exam Vic SA Coord Safety Prgms Coord Soc Svc Coord Victim Witness Prgm Coord Youth Activ Couns Penal Instit Counselor JFCI Crit Infrastruct Coord Data Proc Coord Data Process Pgm	2	PROFESSIONALS

Dep Emer Mgmt Coord Ee Bd of Election (Chf Custodian) Emp Benefits Spclst Employment Counselor Employment Spclst Enviro Spclst Exmnr 1 Credentials Field Office Spvr Fiscal Analyst Fld Rep Sr Citz Pgm Forensic Chemist Forensic Scientist 1 Forensic Scientist 2 GIS Spclst 3 Grad Nurse Grad Nurse Pub Hlth Head Nurse Housing Dev Analyst Human Svc Spclst 3 Human Svc Spclst 4 Invest Cwa Job Coach JTPA Librarian 1 Lieut of County Invest Mgmt Spclst MIS Speclst JTPA Payroll Spvr Personnel Officer Pgm Dev Spec C&H Aff Pr Accountant Pr Data Proc Prgmr Pr Planner Transp Prgm Analyst Prgm Devl Spclst CS Prosecutor Agent / Chf of Staff Psych Soc Wkr Bili Psych Soc Wrk Spvr Psychiatric Soc Wkr Psychiatrist Psychiatrist G25 Pub Health Invest Pub Hlth Stnd Coord Public Info Asst Rec Program Spclst Road Repair Supt Sheriffs Officer Capt Sheriffs Officer Lt	2	PROFESSIONALS (Con't)
--	---	--------------------------

Social Case Worker Social Wkr Social Wkr Aging Social Wkr Juv Rehab Social Wkr Spvr Social Work Specialist Spvng Engineer Spvng Planner Transport Spvr Contracts JTPA Spvr Data Proc Ops Spvr Fiscal Op Hosp Spvr Sr Cit Out Ref JTPA Spvr Traffic Maint Sr Adm Analyst Sr Data Proc Prgmr Sr Enviro Health Spclst Sr Forensic Chemist Sr Park Naturalist Sr Personnel Asst Sr Pgm Dev Spec CS Sr Planner Sr Prg Devl Spclst, CS Sr Prgm Analyst Sr Rec Therapist Substance Abuse Couns 1 Systems Analyst Traffic Safety Coord Training Technician Work Program Spclst Youth Coord JTPA	2	PROFESSIONALS (Con't)
Asst Communications Tech Asst Supt Wgts & Meas Bridge Const Insp / Road Chief Pub Safety Telecom Co Corr Sgt Co Police Sgt Data Proc Tech Data Process Pgm Ee Bd of Election Ee Bd of Election (Asst Chief Machine Tech) Ee Bd of Election (Chief Investigator/Spec Projects) Ee Bd of Election (Comp Oper) Ee Bd of Election (Comp Oper) Ee Bd of Election (Pr Comp Oper) Ee Bd of Election (Sr Comp Oper) Ee Bd of Election (Sr Comp Oper/Election	3	TECHNICIANS

Clerk) Ee Bd of Election (Sr Voting Machine System Spvr) EMT EMT / Haz Mat Responder HazMat Technician 1 HazMat Technician 2 Practical Nurse Public Safety Telecom Sergeant of County Invest Sheriffs Officer Sgt Sign Maker 3 Spvng EMT Spvr Mosq Exterm Sr Enviro Tech Water Res Sr Insp Mosq Exterm Tele Sys Install Repairer	3	TECHNICIANS (Con't)
Chf Security Guard Co Corr Officer Co Invest Co Police Officer Juv Detent Officer Security Guard Sheriffs Invest Sheriffs Officer Spvng Juv Det Offer Sr Juv Detent Officer Sr Security Guard	4	PROTECTIVE SERVICE WORKERS
Accounting Asst Asst Comptroller Asst Purch Agent Community Interpreter Bi Community Svc Aide Community Svc Wkr Community Youth Wkr Employment Svc Aide Human Svc Spclst 1 Human Svc Spclst 2 Inspector Mosq Exterm Invest Co Med Examiner Invest Cons Prot Laboratory Asst Mgr Ice Rec Spvr Swim	5	PARAPROFESSIONALS

Mgr Riding Stables Paralegal Spclst Park Naturalist Personnel Assistant Prgm Dev Aide Comm Svc Probate Assistant Prosecutor Agent Rec Leader Rec Leader Handicap Recreation Aide Sr Admin Aide JTPA Sr Community Svc Aide Sr Invest Co Med Exmnr Youth Worker	5	PARAPROFESSIONALS (Con't)
Account Clerk Admin Aide JTPA Admin Clerk Admin Secretary Assistant Buyer Asst Chief Adm Svcs Clerk 1 Clerk 2 Clerk 3 Clerk 4 Clerk Stenographer 2 Clerk Stenographer 3 Clerk to Const Offer Clerk Transcriber Confid Sec to FH Confidential Asst Data Control Clerk Data Entry Mach Oper Data Entry Operator 3 Ee Bd of Election (Adm Clerk) Ee Bd of Election (Asst Spvr Mail-in Ballot Coord) Ee Bd of Election (Pr Comp Oper/Election Clerk) Ee Bd of Election (Spvr) Executive Asst Executive Asst JTPA Keybding Clk 3 BiLi Keybding Clk 3/Tele Oper Keyboarding Clerk 1 Keyboarding Clerk 1 BiLi Keyboarding Clerk 2 Keyboarding Clerk 2 JTPA	6	ADMINISTRATIVE SUPPORT

Keyboarding Clerk 3 Keyboarding Clerk 4 Legal Sec Legal Sec Bi Li Legal Secretary Messenger Museum Attendant Office Services Mgr Office Spvr Payroll Clerk Pr Account Clerk Pr Account Clerk JTPA Pr Clerk Trans BiLi Pr Clerk Transcriber Pr Court Clk Probate Prin Data Con Clk Probate Clerk Prop Clk/Keybding Clerk 1 Pub Sfty Tele Train Receptionist BiLi Records Manager Records Support Tech 2 Records Support Tech 3 Sec Asst BiLi Sec Asst Trans Secretarial Asst Secretarial Asst Steno Secretary Spvng Account Clerk Spvng Clerk Transcriber Spvng Data Control Clerk Spvng Hlth Ins Ben Clerk Spvng Legal Steno Spvng Payroll Clerk Spvng Property Clerk Spvng Receptionist Spvng Telephone Oper Spvr Central Mail Room Spvr Data Entry Mach Spvr of Accounts Spvr of Patient Accts Sr Cashier Sr Clerk Trans Sr Clerk Transcriber Sr Court Clerk Probate Sr Customer Svc Rep Sr Data Control Clerk	6	ADMINISTRATIVE SUPPORT (Con't)
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Sr Messenger Stock Clerk Supervising Cashier Telephone Oper		
Asst Chief Stat Eng Asst Spvng Carpenter Asst Spvng Electrician Asst Spvng Mechanic Asst Spvng Plumber Asst Spvr Trades Brdg Repairer Bridge Operator Bridge Repairer Carpenter Electrician Electrician / HVAC Equipment Operator Heat & AC Mech LPL Heavy Equipment Operator Mason Mech Diesel/Mech Hydraulic Mechanic Mechanic CDL Painter Plumber Steamfitter Road Repair Spvr Road Repairer 1 Road Repairer 2 Spvng Brdg Repairer Spvng Carpenter Spvng Electrician Spvng Heat & Air Cond Mec Spvng Mason Spvng Mechanic Spvr Trades Spvr Transp Veh Maint Sr Maint Repair Carpenter Sr Mason Sr Mechanic Sr Painter Sr Welder Stat Engineer Stationary Engineer Supervising Painter Welder	7	SKILLED CRAFT WORKER
Asst Spvng Maint Repairer Asst Spvng Omnibus Oper	8	SERVICE-MAINTENANCE

Asst Spvr Bldg Svc Asst Tree Supt Bldg Maint Wkr Building Supt Gen Spvr Bldg Svc Inspect Trainee Mosq Ext Institutional Attendant Laborer 1 Maint Repairer Maint Spvr Grounds Maint Wkr 1 Grounds Maint Wkr 2 Grounds Maint Wkr 3 Grounds Mech Helper/Truck Driver Morgue Custodian Motor Broom Driver Park Attendant Spvng Maint Repairer Spvr Bldg Svc Spvr Traffic Maint Sr Bldg Maint Wkr Sr Driver JTPA Sr Gardener Sr Maint Repairer Sr Traffic Maint Wkr Stable Worker Stock Handler Traffic Maint Wkr Tree Maint Spvr Tree Maint Wkr 1 Tree Maint Wkr 2 Tree Maint Wkr 3	8	SERVICE-MAINTENANCE (Con't)
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EQUAL EMPLOYMENT OPPORTUNITY COMMISSION STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4) EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				APPROVED BY OMB 3046-0008 EXPIRES 6/30/2021	
<u>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</u>				MAIL COMPLETED FORM TO: EEO-4 Reporting Center PO Box 8127 Reston VA 20195	
A. TYPE OF GOVERNMENT (Check one box only)					
<input type="checkbox"/> 1. State <input type="checkbox"/> 2. County <input type="checkbox"/> 3. City <input type="checkbox"/> 4. Township <input type="checkbox"/> 5. Special District <input type="checkbox"/> 6. Other (Specify) _____					
B. IDENTIFICATION					
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)					
2. Address--Number and Street		CITY/TOWN		COUNTY	
				STATE/ZIP	
				EEOC USE ONLY A B	
C. FUNCTION					
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)					
1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)		8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.			
2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.		9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.			
3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)		10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.			
4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.		11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities			
5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)		12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.			
6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.		13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.			
7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.		14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY			
		15. OTHER (Specify on Page Four)			

D. EMPLOYMENT DATA AS OF JUNE 30

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULLTIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														Total Col A-N
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO												
				MALE								FEMALE				
		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
OFFICIALS ADMINISTRATORS	1. \$0.115.9															
	2. 16.019.9															
	3. 20.024.9															
	4. 25.032.9															
	5. 33.042.9															
	6. 43.054.9															
	7. 55.069.9															
8. 70.0 PLUS																
PROFESSIONALS	9. \$0.115.9															
	10. 16.019.9															
	11. 20.024.9															
	12. 25.032.9															
	13. 33.042.9															
	14. 43.054.9															
	15. 55.069.9															
16. 70.0 PLUS																
TECHNICIANS	17. \$0.115.9															
	18. 16.019.9															
	19. 20.024.9															
	20. 25.032.9															
	21. 33.042.9															
	22. 43.054.9															
	23. 55.069.9															
24. 70.0 PLUS																
PROTECTIVE SERVICE	25. \$0.115.9															
	26. 16.019.9															
	27. 20.024.9															
	28. 25.032.9															
	29. 33.042.9															
	30. 43.054.9															
	31. 55.069.9															
32. 70.0 PLUS																
PARA- PROFESSIONALS	33. \$0.115.9															
	34. 16.019.9															
	35. 20.024.9															
	36. 25.032.9															
	37. 33.042.9															
	38. 43.054.9															
	39. 55.069.9															
40. 70.0 PLUS																
ADMINISTRATIVE SUPPORT	41. \$0.115.9															
	42. 16.019.9															
	43. 20.024.9															
	44. 25.032.9															
	45. 33.042.9															
	46. 43.054.9															
	47. 55.069.9															
48. 70.0 PLUS																

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULLTIME EMPLOYEES (Temporary employees are not included)

CATEGORIES	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														Total Col A-N	
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO								FEMALE					
				MALE													
		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races		
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
SKILLED CRAFT	49. \$0.115.9																
	50. 16.019.9																
	51. 20.024.9																
	52. 25.032.9																
	53. 33.042.9																
	54. 43.054.9																
	55. 55.069.9																
	56. 70.0 PLUS																
SERVICE MAINTENANCE	57. \$0.115.9																
	58. 16.019.9																
	59. 20.024.9																
	60. 25.032.9																
	61. 33.042.9																
	62. 43.054.9																
	63. 55.069.9																
	64. 70.0 PLUS																
65. TOTAL FULL TIME (LINES 1 - 64)																	
2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)																	
66. OFFICIALS/ADMIN																	
67. PROFESSIONALS																	
68. TECHNICIANS																	
69. PROTECTIVE SERVICE																	
70. PARAPROFESSIONAL																	
71. ADMIN. SUPPORT																	
72. SKILLED CRAFT																	
73. SERVICE/MAINTENANCE																	
74. TOTAL OTHER THAN FULL TIME (LINES 66 - 73)																	
3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30																	
75. OFFICIALS/ADMIN																	
76. PROFESSIONALS																	
77. TECHNICIANS																	
78. PROTECTIVE SERVICE																	
79. PARAPROFESSIONAL																	
80. ADMIN. SUPPORT																	
81. SKILLED CRAFT																	
82. SERVICE/MAINTENANCE																	
83. TOTAL NEW HIRES (LINES 75 - 82)																	

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

LIST AGENCIES INCLUDED ON THIS FORM

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM

TITLE

ADDRESS (Number and Street, City, State, Zip Code)

TELEPHONE NUMBER

extension:

FAX NUMBER

DATE

TYPED NAME/TITLE OF AUTHORIZED OFFICIAL

SIGNATURE

E-MAIL

YEAR: _____



COUNTY OF UNION
DISCRIMINATION/HARASSMENT COMPLAINT FORM

Name: _____

Job Title: _____ Direct Supervisor: _____

Department/Division: _____ Work Location: _____

Telephone Number(s): _____

Email Address(s): _____

1. Type of Complaint you are alleging (check all that apply):

☐ Discrimination ☐ Harassment ☐ Sexual Harassment ☐ Retaliation

2. Protected Status/Basis for your Complaint (check all that apply):

<input type="checkbox"/> Age	<input type="checkbox"/> Veteran's/Military Status
<input type="checkbox"/> Race/Color	<input type="checkbox"/> National Origin/Nationality/Ancestry
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Identity
<input type="checkbox"/> Pregnancy/Childbirth	<input type="checkbox"/> Genetic Information

3. Describe the alleged incident(s). Please specify location(s), date(s) and time(s) of each occurrence.
Give as much detail as possible. Attach additional sheets, if necessary.

Description of Incident: _____

Location of Incident: _____

Date and Time of Incident: _____

4. Who do you believe was responsible for the alleged incident(s)? For each alleged perpetrator list the name, job title and department/division.

Perpetrator's Name: _____

Perpetrator's Job Title: _____

Perpetrator's Department/Division: _____

5. Were there any witnesses to the alleged incident? ____ Yes ____ No
If yes, for each employee witness, list the name, job title and department/division and briefly state what they witnessed. Attach additional sheets, if necessary.

Witness's Name: _____

Witness's Job Title: _____

Witness's Department/Division: _____

What was witnessed: _____

6. Did you ever report this incident to anyone else? ____ Yes ____ No
If yes, for each person to whom you reported, list the name, job title and department/division and date of report.

Name: _____

Job Title: _____

Department/Division: _____

Date Report: _____

7. Do you have any documents which support your complaint? ____ Yes ____ No
If yes, for each document submitted, list the name of the document, what the document supports and attach a copy. Attach additional sheets, if necessary.

Name of Document: _____

What does the document support: _____

8. Are you concerned someone may retaliate against you for filing this complaint? ____ Yes ____ No
If yes, identify the person and state why you believe the person may retaliate against you.

Name: _____

Reason: _____

9. What are you seeking as a resolution to your complaint? _____

To investigate your complaint, it will be necessary to interview you, the accused, and any witnesses with knowledge of the allegations or defenses. The County will strive to maintain the confidentiality of the investigation to the extent possible.

ACKNOWLEDGEMENT

I am willing to cooperate fully and honestly in the investigation of my complaint and to provide whatever information Union County deems relevant. I hereby certify this statement is true and factual.

Complainant Signature

Date