



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: *797-2018*
 DATE OF INTRODUCTION: *8/9/2018*
 DATE OF ADOPTION: *9/13/2018*

8/9/2018

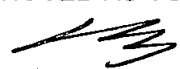
AN ORDINANCE TO AMEND PART 1-THE UNION COUNTY ADMINISTRATIVE CODE, CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE, ARTICLE XXIII-OFFICE OF THE COUNTY COUNSEL; PART 2-POLICIES AND GENERAL LEGISLATION, CHAPTER 6, AFFIRMATIVE ACTION

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as outlined in the attached Schedule A:

Continued...

**NO SUFFICIENCY
OF FUNDS REQUIRED**
Erick Meina 8/9/18

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
BERGEN	✓							BERGEN	✓				✓		
ESTRADA	✓							ESTRADA	✓						
GARRETSON	✓							GARRETSON							✓
HUDAK							✓	HUDAK	✓						
JALLOH	✓							JALLOH	✓						
MIRABELLA	✓					✓		MIRABELLA	✓						
WILLIAMS	✓							WILLIAMS	✓						
KOWALSKI VICE CHAIRMAN	✓							KOWALSKI VICE CHAIRMAN	✓					✓	
GRANADOS CHAIRMAN	✓				✓			GRANADOS CHAIRMAN	✓						

APPROVED AS TO FORM  COUNTY ATTORNEY	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
	_____ CLERK

I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.
_____ CLERK

SCHEDULE A

PART I - ADMINISTRATIVE CODE

Chapter 1: UNION COUNTY GOVERNMENT STRUCTURE

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 4-28-1976 by Ord. No. 1; amended in its entirety by Ord. No. 9-1984. Subsequent amendments noted where applicable.]

ARTICLE XXIII, Office of the County Counsel

[Amended 11-30-1985 by Ord. No. 232; 9-10-1987 by Ord. No. 275; 6-14-1988 by Ord. No. 297; 7-18-1991 by Ord. No. 337; 6-20-2002 by Ord. No 553]

§ 1-146 The Office of Affirmative Action.

[Added 12-19-2013 by Ord. 2013-755]

The Office of Affirmative Action shall be within the Office of County Counsel and shall:

- (1) Develop and monitor a productive affirmative action/equal employment opportunity program to meet requirements under federal and state law and regulations..
- (2) Interpret and monitor the County's performance and compliance with equal employment opportunity laws and regulations and implementation of the County's AA/EEO Program.
- (3) Prepare and submit the County's equal employment opportunity forms to federal authorities on a biennial basis (every odd-numbered year).
- (4) Perform all other duties as required under Chapter 6 of this Volume.
- (5) Perform such other duties as may be required by the County Counsel for the effective operation of the office.

PART II -

POLICIES AND GENERAL LEGISLATION

Chapter 6: AFFIRMATIVE ACTION

[HISTORY: Originally adopted by the Board of Chosen Freeholders of the County of Union as Ord. No. 245; amended 9-10-1987 by Ord. No. 275; Re-located to this chapter from Chapter 1, Article XVII, and amended 4-10-2003 by Ord. No. 569]

§ 6-1. Purpose.

Affirmative Action ensures that all positive steps are taken to actively recruit, appoint, evaluate and promote employees without regard to 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, liability for service in the Armed Forces of the United States or citizenship status

§ 6-2. Policy.

It is the policy of Union County government to provide equal employment opportunities. This policy shall apply to all phases of employment, including but not limited to recruitment, hiring, placement, promotion, transfer, layoff, recall or termination and rates of pay or other forms of compensation and selection for training. The County of Union shall not sponsor or appear to sponsor any event or happening in any private facilities that impose membership rules contrary to the County's Affirmative Action Plan.

§ 6-3. Application for employment.

- A. All persons, including individuals with disabilities and minority persons, applying to any department or instrumentality of the County for employment shall be required to file an application and to apply to take any test required for employment, regardless of whether vacancies exist at the time of the application. Such applications shall be reviewed periodically and whenever a vacancy occurs, and, before advertising the same to the public, applicants on file shall be contacted to determine if they are still desirous of filling such vacancy.
- B. Affirmative action shall be a constant and ongoing activity; therefore, plans, goals and statistics shall be under constant review.

§ 6-4. Affirmative Action Officer.

[Amended 4-14-1994 by Ord. No. 390; 4-10-2003 by Ord. No. 569]

- A. There is hereby established the full-time position of Affirmative Action Officer, who shall be the head of the Office of Affirmative Action and shall be responsible for:
 - 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.
- B. The Affirmative Action Officer shall be directly responsible to the County Counsel in all matters relating to affirmative action.

§ 6-5. Grievance procedure.

[Amended 4-14-1994 by Ord. No. 390]

- A. Any employee or applicant, who feels he or she has 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.