

**FLAGLER COUNTY
BOARD OF COUNTY COMMISSIONERS
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

April 1, 2020 – April 1, 2022



I. Introduction

A. Basic Information

This Equal Employment Opportunity Plan (“EEOP” or “EEO Plan”) applies to the Flagler County Board of County Commissioners (“Flagler County” or “County”) and all of its employees.

This EEOP will be in effect from April 1, 2020 through April 1, 2022.

The official address and contact information for Flagler County is:

C/O Office of Human Resources
Flagler County Board of County Commissioners
1769 East Moody Blvd, Bldg. #2
Bunnell, FL. 32110
(386) 313-4007

B. Statement of Equal Employment Opportunity

Policy Statement

Flagler County is committed to providing a workplace that is non-discriminatory and affords equal treatment to all. The County believes that discrimination, harassment and/or retaliation in any form constitute misconduct that undermines the integrity of the employment relationship and therefore provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

II. Training of Managers and Supervisors

While the Board of County Commissioners is responsible for the County being committed to equal opportunity, the Department Directors carry out the responsibilities of hiring, promoting, training, discipline, and other employee actions. The Human Resources Director provides the leadership and guidance for Department Directors and supervisors to assure there is uniformity in the approach taken within departments to discharge the responsibilities in accordance with this policy.

A. Selection

1. Promotion

Notice of all vacancies are posted on the County's website. All internal job postings are sent electronically to county staff/departments so that all interested employees may be considered for promotional opportunities that arise. Qualified employees from all departments are considered for vacancies except where prohibited by union agreements.

2. Recruitment and Application

All open vacancies are posted through NEOGOV on the County's website, with a copy being displayed in the front lobby of the Human Resources Department for the duration of the job opening.

The electronic employment application software program through NEOGOV only requests pre-employment information that is job related and nondiscriminatory.

3. Job Descriptions and Qualification Standards

All job descriptions are reviewed as necessary to assure that they accurately reflect major job functions. Qualification standards are job-related and call for the minimum education and/or experience needed to perform the job successfully.

4. Testing

All examinations, whether written, oral, or a test of actual performance are job-related and designed to predict accurately the future job performance of the applicant.

5. Interviews

Hiring managers and supervisors ask only questions that relate to a candidate's ability to perform the functions of the job for which the candidate has applied.

6. Hiring

Flagler County recruits and hires the best qualified candidates without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Whenever two or more candidates are equally qualified, preference will be given to the candidate whose hire will advance the County's EEO objectives.

III. EEO Procedures

A. Policy

1. The Board of County Commissioners, aware of the legal and moral responsibility to serve all the community's citizens by practicing fair and equal employment opportunity, affirms its commitment to the tenets of Title VII of the Civil

Rights Act of 1964 and the Equal Employment Opportunity Act of 1978 (as amended). It is recognized that all people, regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws have an inherently equal opportunity to compete for positions with the Flagler County Board of County Commissioners and they must be evaluated for such on the basis of their individual abilities. Whatever an applicant's protected group status may be, he or she has a constitutional right to have his or her application considered on its individual merits in a neutral, unbiased manner. However, it is the policy of the Flagler County Board of County Commissioners that no applicant is entitled to any advantages by reason of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The Flagler County Board of County Commissioners reciprocally expects to benefit from the program through more efficient utilization, development, and management of human resources. The Board will comply with all equal opportunity policies, laws, and directives, both State and Federal that may be set forth to assure non-discrimination in so far as such policies, laws, and directives do not offend the equal protection clause of the United States Constitution.

The EEOP/Affirmative Action program affects all aspects and departments of the Flagler County Board of County Commissioners and employment practices, including (but not limited to) recruiting, testing, hiring, transfer, promotion, training, compensation, benefits, discipline, layoff, and termination.

All management and supervisory personnel share in the responsibility for implementing and maintaining this program. Their performance in the area of affirmative action is evaluated in the same way that performance of assigned duties is evaluated.

The Flagler County Board of County Commissioners has charged the Human Resources Director with proper administration of the EEOP/Affirmative Action Program for the Board. The Flagler County Board of County Commissioners has undertaken and maintains this program voluntarily to assure that equal employment opportunity is a reality as well as ideal.

2. Discrimination against any person in recruitment, examination, appointment, training, promotion, or any other employee action because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws is strictly prohibited.

3. Veterans' Preference shall be given to eligible veterans in accordance with Florida Statutes.

B. EEO Complaint Procedures

1. Any employee or applicant for employment shall have the right to file a discrimination complaint.

2. Complaints received by the Equal Employment Opportunity Office are reviewed for jurisdiction before being accepted for formal investigation, i.e., the alleged discriminatory act must be based on race, color, religion, sex, national origin, age, disability or other protected group status (as covered under these Regulations).

3. However, upon request, the Equal Employment Opportunity Office will assist to the greatest extent possible, in the resolution of any employee concern or complaint brought to its attention, and offer mediation as another option for resolving employee conflicts.

C. Retaliation

1. Retaliation against any person for bringing a good faith allegation forward, filing a complaint, or participating in an investigation of alleged unlawful discrimination is strictly prohibited.

2. Under no circumstances will an employee be penalized for reporting unlawful or improper conduct prohibited by these policies.

3. Any employee who feels that he or she is being retaliated against for filing a complaint or participating in an investigation must report the retaliation to the Equal Opportunity Office immediately.

D. Personnel Management and Operations Overview

The County conducts an assessment of its employment practices on a biannual basis. The intent of this biannual assessment is to compare current employment practices with applicable laws and regulations. The positions within Flagler County fall within the following seven (7) basic categories:

1. Officials and Administrators
2. Professionals
3. Technicians
4. Protective Service – Unsworn
5. Skilled Craft
6. Administrative Support
7. Service/Maintenance

The County trains all management and supervisory personnel who have responsibilities in hiring, promoting, training and disciplining in the area of equal employment opportunity. The Human Resources Director provides leadership and guidance to management and supervisory personnel to ensure uniformity in the approach

each department takes in discharging its responsibilities. Because all management and supervisory personnel share in the responsibility for implementing and maintaining the County's EEO objectives, their performance in this area is evaluated in the same way that performance of assigned duties is evaluated.

IV. Narrative Underutilization Analysis

The County's Human Resources Office reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market) and noted the following:

1. Hispanic or Latino males were significantly under-represented in the Protective Services non-sworn category (-49%).
2. White females and Hispanic or Latino females were also under-represented in the Protective Services non-sworn category. White females (-15%), Hispanic or Latino females (-21%).
3. White females and Hispanic or Latino females were under-represented in the Category of Technicians. White females (-33%), Hispanic or Latino females (-13%).

In reviewing the EEO Utilization Report that the County submitted to OCR two years ago, we were able to track improvements in the recruitment and retention of previous under-represented categories. While we understand that there are still under-represented categories based on the figures provided above, we will continue to take steps to achieve a qualified workforce that more closely represents the available labor force in the community.

V. Objectives and Steps

1. Our objective is to create and maintain a culture of equal employment opportunity for all persons seeking employment or promotion with our organization.

- a. The Human Resources department will continue to educate employees regarding discrimination and equal employment opportunity as well as to provide information regarding hiring, diversity and equal employment opportunity to staff who have a key role in the hiring process.
- b. All job postings will be advertised on the County's website by way of our automated recruitment software program NEOGOV.
- c. Jobs will be advertised on Indeed and GovernmentJobs.com
- d. Advertise job opportunities with local minority publications such as the local Flagler County NAACP as well as women owned businesses.
- e. Encourage females and minorities to take advantage of the County's Tuition Reimbursement program.

2. Our objective is to provide equal employment opportunities for White and Hispanic or Latino females when our organization fills vacancies that become available in the Technicians category.

- a. We will add the statement “Women and minorities are encouraged to apply” to the main page of our job postings on the County’s website.
- b. The Human Resources department will continue to provide information regarding hiring, diversity and equal employment opportunity to staff who have a key role in the hiring process.
- c. The Human Resources department will continue to review all promotions and recruitment selections in each department to make sure that there are no artificial barriers that may keep white females or Hispanic/Latino females from applying or being promoted within the departments.
- d. A representative from the Human Resources department will continue to participate in the local high school “Career Day” to promote employment opportunities with the County to help target the underutilization in this category.

3. Our objective is to provide equal employment opportunities for White and Hispanic or Latino females when our organization fills vacancies that become available in the Protective Services Non-Sworn category.

- a. We will add the statement “Women and minorities are encouraged to apply” to the main page of our job postings on the County’s website.
- b. The Human Resources department will continue to provide information regarding hiring, diversity and equal employment opportunity to staff who have a key role in the hiring process.
- c. The Human Resources department will continue to review all promotions and recruitment selections in each department to make sure that there are no artificial barriers that may keep white females or Hispanic or Latino females from applying or being promoted within the departments.
- d. A representative from the Human Resources department as well as Fire Rescue, will continue to participate in the local high school “Career Day” to promote employment opportunities with the County to help target the underutilization in this category.

4. Our objective is to provide equal employment opportunities for Hispanic or Latino males when our organization fills vacancies that become available in the Protective Services Non-Sworn category.

- a. We will add the statement “Women and minorities are encouraged to apply” to the main page of our job postings on the County’s website.
- b. The Human Resources department will continue to provide information regarding hiring, diversity and equal employment opportunity to staff who have a key role in the hiring process
- c. The Human Resources department will continue to review all promotions and recruitment selections in each department to make sure that there are no artificial barriers that may keep Hispanic or Latino males from applying or being promoted within the departments.
- d. A representative from the Human Resources department as well as Fire Rescue, will continue to participate in the local high school “Career Day” to promote employment opportunities with the County to help target the underutilization in this category.

VI. Internal Dissemination

The Human Resources Director is responsible for managing the day-to-day implementation and monitoring of the County’s EEO Policy. The Human Resources Director will ensure that the County’s EEO Policy is available to its work force and the community in the following ways:

- Distribute a hard copy of the EEOP Utilization Report to all Department Directors.
- A copy of the EEOP Utilization Report will be available to all employees via our internal shared drive and employee intranet.
- A hard copy of the EEOP Utilization Report will be maintained and posted in the front lobby of the Human Resources Office as well as a copy in the County Administrator’s Office.
- The EEOP Utilization Report will be discussed at staff meetings and management training sessions.

VII. External Dissemination

- Notice that the County is an Equal Opportunity Employer will continue to appear on job postings.
- The Equal Employment Opportunity Policy is also available to the general public on the County’s website at www.flaglercounty.org.