

RESOLUTION NO. 509

A RESOLUTION RELATING TO THE ADOPTION OF AN AFFIRMATIVE ACTION PROGRAM FOR MASON COUNTY.

WHEREAS, the Equal Employment Opportunity Act requires Mason County to adopt an Affirmative Action Program; and

WHEREAS, the Board of Mason County Commissioners desire to comply with this act;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MASON COUNTY, STATE OF WASHINGTON, that the Mason County Affirmative Action Program is adopted and provides as follows:

SECTION 1. Statement of Policy. It shall be the policy of this county's administration to insure that all human resources available to their agencies shall be utilized to the fullest extent possible. Acts of discrimination against any individual because of race, religion, national origin, age, or sex are wasteful in terms of lost skills and talents and are therefore in contravention of this policy.

A copy of this affirmative action program shall be posted in a conspicuous place in all offices and employee areas of the county and an additional copy shall be readily available to members of the general public.

SECTION 2. Assignment of Responsibility. The office of county commissioners shall bear the general responsibility of carrying out this equal employment opportunity program and shall strive to meet the goals outlined in bulletin No. 349, Affirmative Action Guide for Washington Local Governments.

In addition the Board of County Commissioners shall resolve all grievances which may be filed by county employees who believe they may have been treated unfairly in employment because of race, religion, national origin, age, or sex.

Finally, each elected official, department head, supervisor and foreman shall be charged with the responsibility of creating an employment environment that provides equal opportunity to all applicants and employees in his or her working area, division and department.

SECTION 3. Objectives. It is the objective of the County of Mason to have full minority representation within its departments. "Full minority representation" is defined as a number equal to the percentage of minority persons residing within Mason County and who are eligible for employment. For the purpose of this policy, the term "minority persons" includes any and all persons of noncaucasian ancestry or origin and shall include, but not be limited to Black-Americans, Asian-Americans, American Indians and Spanish-surname Americans.

The county further intends to promote through its employment policies and practices equality of opportunity without regard to sex.

Every effort will be made by the department heads and county elected officials to accomplish these objectives as openings occur within the county work force.

SECTION 4. Employment Process. (1) Recruitment. (a) All county departments will forward notification of job openings to the Board of County Commissioners. Openings will be advertised on a bulletin board located on the first floor of the main courthouse building by posting copies of personnel requirements so the applicants may determine for which job they may wish to apply. In addition, efforts will be made to recruit from the minority communities through the assistance of interested private organizations.

(b) Unless there is a bona fide sex requirement as determined by the department head, advertisement for applicants will not be placed in classified ad columns which indicate a preference for a particular sex.

(2) Selection Process. (a) Application forms have been revised to eliminate questions which may be racially, ethnically, religiously or sexually biased, and marked Exhibit A, attached hereto and by this reference incorporated herein.

(b) Interviewers shall not ask questions which may be interpreted to be discriminatory nor will sex or minority status be considered a factor in selecting the most qualified applicants.

(c) Selection will be based upon the possession of those skills and qualifications outlined in the personnel classification plan.

(3) Training. Cross training in all departments will be encouraged so that employees will not be "dead-ended" in lower level jobs where there is no natural progression.

(4) Grievance Procedure. To deal with complaints, which any county employee may have who thinks he or she is being treated unfairly in employment because of his or her race, religion, national origin, age, or sex, the following Special Equal Employment Opportunity grievance procedure is established.

(a) Any county employee who thinks he or she is being treated unfairly in employment because of his or her race, religion, national origin, age or sex may file a complaint to the department head who shall investigate and try to resolve such complaint within two weeks. (It is understood that ordinarily the employee would first have taken the matter to his or her supervisor if there is a supervisor in his or her section.) If the department head or supervisor is unsuccessful in resolving the complaint, the employee may take such complaint to the Board of County Commissioners who shall investigate with the cooperation of the employee's department head and try to resolve such complaint within an additional two weeks. If the Board is unsuccessful the Board shall hold an informal hearing and then within one week shall forward to the department head its recommendation as to their findings. All details as to the hearing thereof shall be kept confidential.

(b) It is recognized that the county employees have certain rights to file complaints of alleged treatment based on race, religion, national origin, age, and sex with the State Human Rights Commission or the Federal Equal Employment Opportunity Commission. Use by any employee of any or all of the procedures set forth in section (4) of this policy is therefore optional with the employee, but he or she shall not proceed under the program and under state or federal legislation at one and the same time. If any employee does follow all the procedures of this program and is dissatisfied with the results, he or she may at any time in the course of such county procedures notify the Board of County Commissioners in writing that he or she is abandoning use of such grievance procedures, where upon the procedures set forth in section (4) shall cease. The employee then may choose to file a complaint with either the State Human Rights Commission or the Federal Equal Employment Opportunity Commission. County action under this policy, after having been initiated by the employee shall not be regarded as "final" until the Board of County Commissioners has advised the employee in writing that the procedures have been completed and the county's decision made or until the employee has notified the Board of County Commissioners, in writing, that he or she is abandoning such procedures.

SECTION 5. Evaluation. Semi-annual evaluations will be made to insure effectiveness of the Affirmative Action Program. The Board of County Commissioners will direct changes in staff efforts as necessary to insure successful implementation of the program. An unusually high or rapid turn-over of personnel may indicate an unfavorable employment environment and the department concerned will be critically reviewed for the presence of discriminatory practices. Persons found to be engaged in such obstructionistic tactics will be subject to disciplinary action or dismissal.

SECTION 6. Implementation. Meetings have been held with department heads to explain the Affirmative Action Program, and the program will be implemented on June 1, 1975.

This resolution is in the best interests of good government and shall take effect immediately upon its passage.

DATED this 9th day of June, 1975.

ATTEST:

Ruth E. Boyer
County Auditor & Exofficio Clerk
of the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
OF MASON COUNTY, WASHINGTON.

John Barickman
Chairman
William O. Hunter

APPROVED AS TO FORM:

Byron E. McCluskey
Mason County Prosecuting Attorney.

Martin Smith