

Iowa County, Iowa
Policy Manual

Title: Equal Employment & Non-Discrimination	Reference #: HR003
Subject: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Iowa County believes in equal opportunity for all individuals without regard to race, creed, color, religion, sex, sexual orientation, gender identity, age (if over the age of 18), national origin, disability, veteran or military status, pregnancy, genetic predisposition, marital status, or any other characteristic protected by local, state, or federal law. This policy extends to all terms, conditions and privileges of employment as well as the use of all county facilities and participation in all County-sponsored activities, including the following:

1. Recruitment, advertising, and job application process;
2. Hiring, upgrading, award of tenure, demotion, transfer, layoff, termination, right to return from layoff and rehiring;
3. Rates of pay or any other form of compensation and changes in compensation;
4. Job assignment, job classification, organization structures, position descriptions, lines of progression, and seniority lists;
5. Leaves of absence, sick leave or any other leave;
6. Fringe benefits available by virtue of employment, whether or not administered by Iowa County;
7. Selection and financial support for training, including: apprenticeship, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training;
8. Activities sponsored by a covered entity including social and recreational programs; and
9. Any other term, condition, or privilege of employment.

Harassment, retaliation, coercion, interference or intimidation of any employee due to that employee's protected characteristic is strictly forbidden, and any employee who experiences such treatment should report it immediately to his or her supervisor, Elected Official, Department Head, the Human Resource Director, or County Attorney.

ADA Compliance

The Americans with Disabilities Act (ADA) and its amendment, prohibits discrimination against qualified individuals on the basis of disability. It is the policy of the County to comply with the ADA. The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified applicants or employees with disabilities to perform the essential functions of their position. The County encourages applicants or employees to make suggestions regarding reasonable accommodations to their supervisors, Department Heads, or the County ADA Coordinator.

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GINA Compliance

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.