

# MEMO

To: Carroll County Board of Supervisors  
From: R. Cellell Dalton  
Date: 8-8-19  
Subject: Equal Employment Opportunity Plan

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I request that the Board of Supervisors adopt the Equal Employment Opportunity Plan with the following updates; Utilization Analysis, Narrative of Interpretation and Objective and Steps. The County is required to have a plan in place because the Victim Witness Program receives grant funding in excess of \$25,000 from the Department of Justice.



# **Equal Employment Opportunity Plan**

## **FY2020**

## **Table of Contents**

Equal Employment Opportunity Policy Statement	Page 1
Responsibilities	Page 1
Internal Dissemination	Page 2
External Dissemination	Page 2
Workforce Analysis	Page 2
Utilization Analysis	Page 3
Significant Underutilization	Page 11
Narrative of Interpretation	Page 12
Objectives and Steps	Page 15
Final Certification	Page 15
Exhibit 1 – Personnel Actions	Page 16
Exhibit 2 – EEO Policy Section of County Personnel Policies	Page 24

## **Equal Employment Opportunity Policy Statement**

It is the policy of Carroll County to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, sex, age, national origin, marital status, disability, citizenship or veteran's status. This policy applies to every aspect of employment practices including, but not limited to the following:

- A. Recruiting, hiring and promoting; and
- B. All other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs and assignments.

## **Responsibilities**

As a recipient of Department of Justice (DOJ) funding in excess of \$25,000, Carroll County is required to submit an Equal Employment Opportunity Plan (EEO) to the DOJ.

The County Administrator has the ultimate responsibility for the success of the Equal Employment Opportunity Plan and will assure effective communication of and conformance with the requirements of this Plan.

The Human Resources Director is responsible for implementation and the general administration of the Plan and will review personnel policies, employment practices and procedures and make recommendations on steps to achieve full equal employment opportunity.

Department Heads and Supervisors are responsible to adhere to the County's Equal Employment Opportunity policy and Plan, in both spirit and intent, and will ensure that all employment decisions and employee relations are consistent with the County's personnel practices and equal employment opportunity principles.

County employees are responsible for supporting a work climate that is conducive to achieving equal employment opportunities and that is free from any form of discrimination or harassment.

## Internal Dissemination

1. The EEO Utilization Report will be posted on the County's intranet site.
2. The Equal Employment Opportunity Policy Statement will remain posted on County bulletin boards with a notice that the EEOP can be found on the Intranet and in the Human Resources Office.
2. All new employees will be informed of the County's Equal Employment Opportunity Policy and how to access the EEO Utilization Report in employee orientation and will receive a copy of the EEO policy as a part of the overall policy manual.
3. County Equal Employment Opportunity Policy is incorporated into harassment and diversity training for employees.

## External Dissemination

1. Job advertisements will continue to list that Carroll County is an equal employment opportunity employer.
2. An Equal Employment Opportunity Statement is listed on the County's employment application.
3. Job applicants, vendors and contractors will be notified that the Equal Employment Opportunity Plan and Utilization Report are available upon request.
4. The Equal Employment Opportunity Policy Statement is posted on the County's website.
5. The County's Equal Employment Opportunity Plan will be maintained in the Human Resources Office and may be viewed by any member of the public.

## Workforce Analysis

Relevant labor market data utilized in this analysis was derived from the US Department of Justice, Office of Justice Programs website – EEO Reporting Tool – <https://ojp.gov/about/ocr/eeop.htm>.

County workforce data was derived from internal recordkeeping. EEO Job Group coding was cross-referenced with the Occupation Code Crosswalk to Aggregated Occupations for State & Local Government Job Groups from the US Census Bureau.

## A. Utilization Analysis

### 1. Job Group – Officials/Administrators

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	7 Employees 88% of Workforce	480 Residents 55% of Population	5%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0 of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	1 Employee 13% of Workforce	400 Residents 45% of Population	-5%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	



## 2. Job Group – Professionals

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	2 Employees 50% of Workforce	205 Residents 20% of Population	30%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	15 Residents 1% of Population	-1%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	2 Employees 50% of Workforce	800 Residents 78% of Population	-28%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

### 3. Job Group – Technicians

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	1 Employee 100% of Workforce	105 Residents 31% of Population	69%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	0 Employees 0% of Workforce	235 Residents 69% of Population	-69%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	



#### 4. Job Group – Protective Services (Sworn)

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	27 Employees 69% of Workforce	60 Residents 80% of Population	-11%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	1 Employee 3% of Workforce	0 Residents 0% of Population	3%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	11 Employees 28% of Workforce	15 Residents 20% of Population	8%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0.0%	

## 5. Job Group – Protective Services (Non-Sworn)

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	1 Employee 100% of Workforce	50 Residents 100% of Population	0%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	



## 6. Job Group – Administrative Support

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	0 Employee 0% of Workforce	825 Residents 33% of Population	-24%	
Hispanic or Latino	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Black or African American	0 Employees 0% of Workforce	15 Residents 1% of Population	-1%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	10 Employees 100% of Workforce	1,550 Residents 63% of Population	28%	
Hispanic or Latino	0 Employees 0% of Workforce	60 Residents 2% of Population	-2%	
Black or African American	0 Employees 0% of Workforce	15 Residents 1% of Population	-1%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

## 7. Job Group – Skilled Craft

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	7 Employees 88% of Workforce	1,210 Residents 77% of Population	10%	
Hispanic or Latino	0 Employees 0% of Workforce	215 Residents 14% of Population	-14%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	15 Residents 1% of Population	-1%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	1 Employee 12% of Workforce	60 Residents 4% of Population	9%	
Hispanic or Latino	0 Employees 0% of Workforce	65 Residents 4% of Population	-4%	
Black or African American	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	



## 8. Job Group – Service/Maintenance

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Males
White	15 Employees 52% of Workforce	1,625 Residents 46% of Population	9%	
Hispanic or Latino	0 Employees 0% of Workforce	130 Residents 4% of Population	-4%	
Black or African American	1 Employee 5% of Workforce	10 Residents 0% of Population	4%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

Race/Ethnicity	Workforce	Community Labor Statistics	Utilization	Females
White	13 Employees 45% of Workforce	1,515 Residents 43% of Population	-2%	
Hispanic or Latino	0 Employees 0% of Workforce	80 Residents 2% of Population	-2%	
Black or African American	0 Employees 0% of Workforce	190 Residents 5% of Population	-5%	
American Indian or Alaska Native	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Asian	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Native Hawaiian or Other Pacific Islander	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Two or More Races	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	
Other	0 Employees 0% of Workforce	0 Residents 0% of Population	0%	

## B. Significant Underutilization

Race/Ethnicity	Job Groups								
	1	2	3	4	5	6	7	8	
White				✓		✓			Males
Hispanic or Latino							✓		
Black or African American									
American Indian or Alaska Native									
Asian									
Native Hawaiian or Other Pacific Islander									
Two or More Races									
Other									

Race/Ethnicity	Job Groups								
	1	2	3	4	5	6	7	8	
White	✓	✓	✓						Females
Hispanic or Latino									
Black or African American									
American Indian or Alaska Native									
Asian									
Native Hawaiian or Other Pacific Islander									
Two or More Races									
Other									



## C. Narrative of Interpretation

The Utilization Analysis shows that white males are notably underutilized in the EEO categories of Protective Services – Sworn (-11%) and Administrative Support (-33%). Hispanic males are notably underutilized in the EEO category of Skilled Craft (-14%). While this is notable, it demonstrates that Carroll County has made positive strides in the recruitment of females into the categories of Protective Services and Administrative Support. Additionally, the County has been successful in exceeding the area's community labor statistics for employment of black males in the Protective Services and Service/Maintenance categories.

White females are notably underutilized in the EEO categories of Officials/Administrators (-33%), Professionals (-28%) and Technicians (-69%). The Officials/Administrators job group lost 3 female employees during the last year with two of those positions remaining unfilled at this time. The Professionals and Technicians job groups have relatively small numbers of employees. The Professionals job group has 4 total employees with 2 of these being female and the Technicians job group has only 1 employee. Turnover in these two categories is almost non-existent, with incumbents having held these positions for many years. The most recent hire into the Professionals job group was a female.

Carroll County advertises positions in newspapers, on our website, with the Virginia Employment Commission and with local government organizations such as with the Virginia Association of Counties and the Virginia Municipal League. A look at applicant flow and external hiring over the previous year for the job groups where underutilization exists shows the following:



**There was only one external hire in the job group this year. Both male and female applicants are being attracted.**



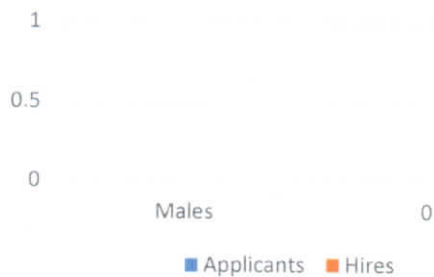
**There was one internal promotion in the job group this year. The only applicant was a male, and he was the only qualified candidate in the organization.**

### Job Group 2 - Professionals - External Hires



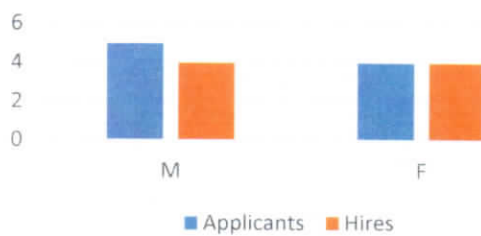
**There were no vacant positions during the previous year.**

### Job Group 3 - Technicians - External Hires



**There were no vacant positions during the previous year.**

### Job Group 4 - Protective Services External Hires



**Both male and female applicants are being attracted with the rate of female and male hires being equal.**





**Only one position was hired, with the applicant pool consisting of a majority of female applicants.**



**There were no vacant positions during the previous year.**

*Exhibit 1* contains a breakdown of personnel actions during the previous year, including: external and internal hires and promotions; voluntary and involuntary terminations, layoffs and recalls; and disciplinary actions given. A review of these actions does not show any adverse impact to either minorities or females in the workforce.

## Objectives and Steps

### **A. Encourage female applicants for vacancies in the Officials/Administrators, Professionals and Technicians job categories.**

Carroll County's objective is to provide equal employment opportunities for females. The County will continue to take steps to attract female applicants in the Officials/Administrators, Professionals and Technicians job groups as job opportunities arise. Steps to encourage female applicants include participation in available job fairs and advertisements with the intent to attract more underutilized applicants.

### **B. Encourage Hispanic applicants for vacancies in the Skilled Craft job category**

As with the Professionals and Technicians job groups discussed above, the Skilled Craft job group has a relatively small number of employees with very little turnover. Carroll County's objective is to provide equal employment opportunities for minorities and will take steps to attract minority applicants as job opportunities arise to include participation in available job fairs and advertisements with the intent to attract more underutilized applicants.

## Final Certification

I understand the regulatory obligation under 28 C.F.R. – 42.301-308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified as Final By: \_\_\_\_\_  
Equal Employment Opportunity Officer

Date: \_\_\_\_\_

# Exhibit 1 – Personnel Actions

Job Group 1 Officials / Administrators	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White	1		16	12			1		1	
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown			3	5						
TOTAL (count each person once only)	1	0	19	17	0	0	1	0	1	0
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White		3								
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	3	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		

Job Group 2 Professionals	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0	0	0
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		



Job Group 3 Technicians	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0	0	0
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		

Job Group 4 Protective Services	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White	4	4	5	4			3	2	2	2
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	4	4	5	4	0	0	3	2	2	2
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White	2	4								
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	2	4	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White			3		3		2			
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	3	0	3	0	2	0		



Job Group 5 Protective Services	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0	0	0
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		

Job Group 6 Administrative Support	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White		1	4	10						
Hispanic										
Black/African American				1						
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	1	4	11	0	0	0	0	0	0
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White	1									
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	1	0	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White								1		
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	1		



Job Group 7 Skilled Craft	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0	0	0
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White										
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0		

Job Group 8 Service / Maintenance	External Hires		External Applicants		Promotions & Transfers Into Job Group		Promotions & Transfers Within Job Group		Internal Applicants	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
White	6	5	6	5				2		2
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	6	5	6	5	0	0	0	2	0	2
	Voluntary Terminations & Retirements		Involuntary Terminations		Layoffs		Recalls			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White	3									
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	3	0	0	0	0	0	0	0		
	Paid Suspension		Unpaid Suspension		Written Warning		Verbal Warning			
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
White							1			
Hispanic										
Black/African American										
American Indian/Alaskan Native										
Asian										
Native Hawaiian or Other Pacific Islander										
Two or More Races										
Race Missing or Unknown										
TOTAL (count each person once only)	0	0	0	0	0	0	1	0		

## **Exhibit 2 – EEO Policy Section of Carroll County Personnel Policy & Procedures**

### **3. EQUAL EMPLOYMENT OPPORTUNITY**

#### **3.1 POLICY STATEMENT**

It is the policy of the County to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, sex, age, national origin, marital status, disability, citizenship, or veteran's status. This policy applies to every aspect of employment practices including, but not limited to the following:

- A. Recruiting, hiring and promoting; and
- B. All other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, and assignments.

#### **3.2 INDIVIDUALS WITH DISABILITIES**

The County is committed to complying with the Americans with Disabilities Act ("ADA") and applicable state and local law and ensuring equal opportunity employment for persons with disabilities. Therefore, the County will make reasonable efforts to accommodate individuals with known disabilities, as defined under applicable laws. Depending on the circumstances, reasonable accommodation may include, but is not limited to, providing applications in alternative, accessible formats; providing assistance in completing applications; restructuring non-essential job duties and functions; reassigning qualified Employees to vacant positions; providing physical aids; and granting leaves of absence for a defined period of time agreed upon by the County Administrator.

The County will make reasonable accommodations that can be accomplished without undue hardship to the County. Employees requesting such accommodations will be required to follow the normal procedures under the ADA, including the provision of medical information in order to allow the County to determine the disability and the appropriate type of accommodation.

#### **3.3 ANTI HARASSMENT POLICY**

##### **A. Policy Statement**

Carroll County is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, color, religion, sex, age, marital status, national origin, citizen status, disability or veteran status. Therefore,



Carroll County prohibits sexual harassment and harassment based on race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status.

It shall be a violation of this policy for any employee to create a hostile environment or to harass any person sexually, or based on race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status. Further, it shall be a violation of this policy for any employee or volunteer to tolerate sexual harassment or harassment based on a person's race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status. Employees are expected to report all incidents of harassing behavior that occurs in the work place.

For the purpose of this policy, an employee includes Board of Supervisors members, employees of the County, agents, volunteers, contractors, or other persons subject to the supervision and control of the Board of Supervisors of Carroll County.

When a complaint is made, the County shall: (1) promptly investigate all complaints, written or verbal, of prohibited harassment; (2) promptly take appropriate action to stop any prohibited harassment; and (3) take appropriate action against any employee who violates this policy and take any other action reasonably calculated to end and prevent further prohibited harassment.

## **B. Types of Harassment**

### **1. Sexual Harassment**

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- (b) Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- (c) That conduct or communication substantially or unreasonably interferes with an individual's employment, or creates an intimidating, hostile or offensive employment environment (i.e. the conduct is sufficiently serious to limit an employee's ability to participate in or benefit from the work environment).

Examples of conduct that may constitute sexual harassment if it meets the immediately preceding definition include:

- (a) Unwelcome sexual physical contact
  - (b) Unwelcome ongoing or repeated sexual flirtation, propositions or remarks
  - (c) Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
  - (d) Graphic comments about an individual's body
  - (e) Sexual jokes, notes, stories, drawings, gestures or pictures
  - (f) Spreading sexual rumors
  - (g) Touching an individual's body or clothes in a sexual way
  - (h) Displaying sexual objects, pictures, cartoons or posters
  - (i) Impeding or blocking movement in a sexually or physically intimidating manner.
2. Harassment based on race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status

Harassment based on race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status consists of physical or verbal conduct relating to an individual's race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status when the conduct:

- (a) Creates an intimidating, hostile or offensive working environment; or
- (b) Substantially or unreasonably interferes with an individual's work; or
- (c) Is otherwise sufficiently serious to limit an individual's employment opportunities

Examples of conduct that may constitute harassment based on race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status if it meets the immediately preceding definition include:

- (a) Graffiti containing racially offensive language
- (b) Name calling, jokes or rumors

- (c) Physical acts of aggression against a person or his property because of that person's race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status
- (d) Hostile acts which are based on another's race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status
- (e) Written or graphic material that is posted or circulated and that intimidates or threatens individuals based on their race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status.

### C. Complaint Procedure

#### 1. File Report

Any employee who believes he or she has been the victim of discrimination or harassment should report the conduct to the HR Director as soon as possible. Any employee who has notice that an employee may have been a victim of prohibited harassment should also report the conduct to the HR Director.

The report may be oral or in writing. If submitted orally, the HR Director may request that it be reduced to writing.

The identity of the employee and the alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, an employee who wishes to remain anonymous shall be advised that such confidentiality may limit the County's ability to fully respond to the complaint.

#### 2. Investigation

Upon receipt of a report of alleged harassment, the HR Director shall immediately commence an investigation. At the discretion of the County Administrator an outside investigator may be hired. The investigation shall be completed as soon as possible under the circumstances. During the course of the investigation, interim work arrangements may be suggested to alleviate any further harassment or retaliation. Such interim measures may include, but are not limited to, separating the alleged harasser and the employee and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.

The investigation may include personal interviews with the employee, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed



relevant by the investigator. The County shall take necessary steps to protect the employee and others pending the completion of the investigation.

The HR Director shall issue a written report to the County Administrator upon completion of the investigation. If the complaint involves the County Administrator, the report shall be sent to the Chairman of the Board of Supervisors. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated, and recommendations for corrective action, if any.

Upon a finding of discrimination or harassment, the County Administrator shall take prompt remedial action. In addition, if discrimination or harassment is found, the employee(s) who violated this policy shall be disciplined.

### 3. Retaliation

Retaliation against employees who report harassment or participate in any related proceedings is prohibited. The County Administrator shall take appropriate action against employees who retaliate against any employee or other person who reports alleged harassment or participates in related proceedings.

### 4. Other Procedural Rights

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to discrimination or harassment including filing a complaint with outside agencies or using the grievance procedure.