



# **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**Approved by JHC Commissioner's Court On:**

**April 3, 2019**

## 1.0 INTRODUCTION

The Jim Hogg County Equal Employment Opportunity Plan (EEOP) supports Jim Hogg County's Policy on Equal Employment Opportunity as described in the Jim Hogg County Personnel Policy Manual, Section 5, Policy on Equal Employment Opportunity:

### EQUAL OPPORTUNITY

1. It shall be the policy of Jim Hogg County to be an equal opportunity employer.
2. Race, color, religion, national origin, sex, age genetic information, pregnancy, veteran status disability or any other condition or status protected by law shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.  
<https://www.dol.gov/general/topic/discrimination>

### REASONABLE ACCOMMODATION

3. If the employee needs an accommodation as a result of a condition or status protected by law, please advise your elected official, appointed official, department head, or county attorney.

### ADDITIONAL INFORMATION

4. According to the United States Employment Opportunity Commission <https://www.eeoc.gov/laws/types/disability.cfm>

The law requires an employer to provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer.

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Reasonable accommodation might include, for example, making the workplace accessible for wheelchair users or providing a reader or interpreter for someone who is blind or hearing impaired.

While the federal anti-discrimination laws don't require an employer to accommodate an employee who must care for a disabled family member, the Family and Medical Leave Act (FMLA) may require an employer to take such steps. The Department of Labor enforces the FMLA. For more information, call: 1-866-487-9243.

5. An employer doesn't have to provide an accommodation if doing so would cause undue hardship to the employer.

Undue hardship means that the accommodation would be too difficult or too expensive to provide, in light of the employer's size, financial resources, and the needs of the business. An employer may not refuse to provide an accommodation just because it involves some cost. An employer does not have to provide the exact accommodation the employee or job applicant wants. If more than one accommodation works, the employer may choose which one to provide.

## 2.0 MONITORING

Administration (i.e. Department Heads, Supervisors) will be responsible for all employees to adhere the EEOP.

## 3.0 DISSIMINATION

The EEOP will be available at the Office of the Jim Hogg County Judge; moreover, the EEOP will also be posted on the Jim Hogg County website <https://co.jim-hogg.tx.us/> for reference as needed.

## 4.0 ENFORCEMENT

Jim Hogg County will ensure that the EEOP is enforced.