



Lamar County

Equal Employment Opportunity Plan

Effective: February 08, 2021

Section 1. Introductory Statement

Lamar County is committed to maintaining a diverse workforce which reflects the community we serve. The County respects the differences and abilities of all county employees and strives to provide them with the necessary opportunities, tools and support to achieve their maximum potential.

Section 2. Policy Statement

It shall be the policy of Lamar County to be an Equal Opportunity Employer. Race, color, religion, national origin, age, sex, pregnancy, genetic information, 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.

Section 3. Scope of the Policy

This policy extends to all employees and applicants for employment in all aspects of the employment relationship. All officials, department heads and employees share in the responsibility of carrying out this policy.

Section 4. Objectives and Steps

1. It is the objective of Lamar County to provide equal employment opportunities for **all** current employees and future applicants by engaging in non-discriminatory policies and practices when filling job vacancies. Lamar County, to meet this objective, intends to utilize such affirmative steps and procedures as may be necessary, including the following:
 - a. Secure and review organizational employment data related to under-represented minorities to determine if any issues exist that pose a barrier to employment and take measures to eliminate or mitigate any barriers.
 - b. Encourage and provide assistance for county officials, department heads and supervisors to attend and complete relevant training and professional development opportunities in appropriate employee selection procedures, supervisory skills and harassment and discrimination prevention.
 - c. Review job duties, functions and competencies to ensure that qualifications and requirements listed in job descriptions are job-related and necessary to business needs.

- d. Ensure that job qualifications and requirements are consistently applied when selecting candidates.
 - e. Monitor and comply with Equal Employment Opportunity regulations and disseminate information on EEO policies and guidelines to offices and departments on a regular basis.
2. It is the objective of Lamar County to ensure that recruiting efforts reach qualified, underutilized applicants. Lamar County, to meet this objective, again intends to utilize such affirmative steps and procedures as may be necessary, including the following:
- a. Advertise job openings in a variety of recruiting sources to reach underutilized applicants including; Lamar County website, County bulletin boards and online job boards and listings.
 - b. Evaluate applicant data to ensure the County is attracting a sufficient pool of qualified underrepresented minorities in all job categories, and if not, take further steps to target those underrepresented minorities in recruitment efforts.
 - c. Allow both eligible employees and qualified applicants the opportunity to be considered for job openings.

Section 5. Internal Dissemination

Lamar County's Equal Employment Opportunity Plan shall be published in the Lamar County Employee Policy Manual and shall be available for review by all employees. Employees may also request a copy of the Plan from the County Auditor's Office. Additionally, a copy of the EEO Plan will be distributed to **all** department heads and elected officials, who will also make copies available to employees upon request.

Section 6. External Dissemination

Lamar County will continue to make its Equal Employment Opportunity Plan available to the public by:

- a. Posting the EEO Plan on the County website.
- b. Providing a copy of the EEO Plan to any member of the public upon request.
- c. Ensuring that all job announcements and advertisements contain the statement: Lamar County is an Equal Opportunity Employer.

Section 7. Reporting

Any Employee who has reason to believe that he or she has been discriminated against, in violation of this policy, is encouraged to contact the office of the Lamar County Judge. An employee who, in good faith, reports an alleged incident or discriminatory behavior will **under no** circumstances be subject to reprisal or retaliation of any kind.

Passed, approved and adopted on this 08th day of February 2021, at a regular meeting of the Commissioners Court of Lamar County, Texas, held in compliance with the Open Meetings Act, at which meeting a quorum was present and voting.

LAMAR COUNTY COMMISSIONERS COURT



Brandon Bell, Lamar County Judge

COMMISSIONERS:



Alan Skidmore, Commissioner Precinct 1

Lonnie Layton, Commissioner Precinct 2



Ronald Bass, Commissioner Precinct 3



Kevin Anderson, Commissioner Precinct 4

Attest:



Ruth Sisson, Lamar County Clerk