

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

EQUAL EMPLOYMENT OPPORTUNITY

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- A. All Sandusky County Appointing Authorities are Equal Opportunity Employers. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, religion, sex, national origin, age, or disability.
- B. Pursuant to the Americans With Disabilities Act (ADA), officials and employees of Sandusky County shall not discriminate against qualified individuals with disabilities in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment, because of such individual's disability; provided the individual can perform the essential functions of their position with or without a reasonable accommodation.
- C. The Human Resource Director is the County's ADA/EEO Coordinator and the employee responsible for providing information about the ADA and all other anti-discrimination laws to employees and others, and for receiving and resolving complaints alleging discrimination.
- D. Any person may file a complaint if they believe any SCAA or County employee has illegally discriminated against them. The complaint procedure outlined below shall be utilized for this purpose. The person filing the complaint is the complainant.
 - 1. Any person may file a complaint if the individual believes:
 - a. Another person has illegally discriminated against the individual under any local, state, or federal anti-discrimination law, including a violation of the ADA.
 - b. Any County program, service, or facility is not accessible to disabled individuals.
 - 2. All complaints alleging illegal discrimination shall be filed on the EEO/Anti-Discrimination Complaint Form. Complaints shall be filed as soon as possible and within a reasonable period of time following the incident which gave rise to the complaint.
 - 3. Complaints shall be filed with the ADA/EEO Coordinator. The ADA/EEO Coordinator shall investigate all complaints and respond to the complainant and the SCAA as soon as the investigation is completed. If this individual is the subject of the discrimination complaint or the complainant would prefer to file the complaint with someone else, the

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complaint may be filed with another staff member in the Human Resources Office.

4. When reviewing complaints alleging a violation of the ADA, the ADA/EEO Coordinator, or Human Resources staff member shall determine whether the complainant is a "qualified person with a disability," whether the Employer may have discriminated against the complainant, and if so, whether the Employer can "reasonably accommodate" the complainant or otherwise resolve the complaint.
5. Any employee who has been found by the Employer, after appropriate investigation, to have committed an act of illegal discrimination against another employee, job applicant, or other person in relation to their employment with the County, will be subject to appropriate disciplinary action, including possible termination of their employment.
6. Non-employees found to have committed an act of illegal discrimination against an employee will be dealt with appropriately as allowed by law.
7. If any program, service, or facility is found to be non-accessible to disabled individuals, the Sandusky County Commissioners will take appropriate steps to achieve accessibility to the extent required by law.