

**County of Monroe**

**Equal Employment Opportunity Program**

**Department of Human Resources**

**January 1, 2020 – December 31, 2021**



**Adam Bello**  
*County Executive*

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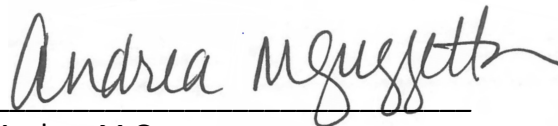
County of Monroe  
Equal Employment Opportunity Program

Department of Human Resources  
39 West Main Street  
Rochester, New York 14614

EEO-4 Control Number: 36200260

Dates of the EEOP: January 1, 2020 to December 31, 2021

Program authorized by: Andrea M Guzzetta  
Director, Human Resources  
(585)753-1747



Andrea M Guzzetta

Prepared by: Debbie Perna, SPHR  
Manager, Human Resources  
(585) 753-6909



Program read and approved by: Adam Bello, County Executive

## Grantee Information

Grantee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Award Amount: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

Date and Effective Duration of the EEOP: \_\_\_\_\_

# Policy Statement

## Equal Employment Opportunity

It is the policy of Monroe County to provide equal employment opportunities for minorities, women, persons with disabilities and protected class veterans and to prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, creed, veteran status, military status, domestic violence victim status, gender identity, criminal history, genetic predisposition or carrier status, or retaliation with respect to hiring, compensation, terms, conditions or privileges of employment.

It is also the policy of Monroe County to provide equal access to all contracting, procurement and program activities with the County.

As Chief Executive Officer of Monroe County, I am personally committed to assuring that the County will act affirmatively to develop avenues of entry and mobility for all qualified applications including minorities, women, persons with disabilities, and protected class veterans through the following activities:

- Develop programmatic approaches to eliminate all unjust exclusionary employment practices, policies and procedures.
- Develop educational and training programs for all employees, with due emphasis on the goal of upgrading minorities, women, individuals with disabilities, and protected class veterans.
- Develop personnel practices, policies, and career ladders to assist and encourage upward mobility of lower level employees.
- Develop a mechanism to investigate and resolve allegations of discrimination emanating from the County workforce.
- Develop programmatic innovations to further enhance the environment for more effective minority and female participation in County construction and procurement projects.

To assist me in carrying out an effective equal opportunity and affirmative action program, I have appointed the Equal Employment Opportunity Manager to be responsible for its development and for directing its day-to-day implementation. All department heads, managers and supervisors of the County shall cooperate with the Manager and are expected to strive to achieve the objectives of this policy in their day-to-day program and employment decisions.

I intend to measure our efforts against specific objectives to insure equality for everyone in all facets of County employment, contracting, procurement and program activities.

Sincerely,



Adam Bello  
County Executive

## Equal Employment Opportunity & Workplace Diversity

Monroe County Government remains committed to providing equal opportunities in employment to all individuals. The commitment to provide equal employment opportunities at all levels of County government is reflected in the County's values, vision and organizational mission statement. We strive to ensure that our policies, practices and programs are fair and equitable. Each County department is expected to support this goal through its actions.

The Department of Human Resources is a strategic partner in promoting the County's vision for equal employment opportunity, and plays a key role in developing systems and structures that reflect the County's mission and values at the organizational, team and individual levels. Policies, practices and programs encourage and promote diversity, disability awareness and a work environment where members are valued for their unique and individual contributions and differences.

Our commitment to provide equal opportunity in employment is supported through Affirmative Action initiatives designed to build a workforce that is representative of the community at large. These initiatives are promoted in the organizational level by providing diversity and inclusion training to new and existing workforce members of Monroe County. Employee awareness of their expectations for professional conduct and need to respect each other in the workforce enrich and increase the effectiveness of Monroe County employees in working with each other productively. Ultimately, we believe that these initiatives result in employees being able to better serve the diverse members in the community who are from all walks of life.

All hiring, promotion, and other employment decisions are made in compliance with Civil Service Law, federal, state and local equal opportunity laws, regulations and/or County policies. Discrimination is prohibited in any employment practice or action that may have the effect of discriminating against individuals because of their race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, creed, veteran status, military status, status as a victim of domestic violence, gender identity, criminal history, genetic predisposition or carrier status, or retaliation with respect to hiring, compensation, terms, conditions or privileges of employment.

All applicants for employment with Monroe County are invited to voluntarily identify themselves in terms of race and ethnicity to assist in the evaluation of the County's efforts relative to the Equal Employment Opportunity Program. All information provided is kept confidential. Employees may identify themselves at any time.

Monroe County is committed to maintaining a workplace where unlawful discrimination and harassment are prohibited and complaints are promptly remedied. We maintain an Open Door Policy whereby employees are encouraged to meet with any level of management within the County to express their complaints or concerns and seek resolution of their workplace issues without fear of retribution. There is a robust complaint process in place to address complaints of discrimination or harassment and a Whistle Blower Hotline. The Discrimination Complaint procedures are visibly displayed, and employees are ensured that there will be no retaliation or adverse employment action taken for making a complaint.

## Responsibility for Implementation

The County Executive has ultimate responsibility for achievement of Equal Employment Opportunity in Monroe County Government. The Human Resource Director oversees the implementation of the Program on behalf of the County Executive. The Equal Employment Opportunity Manager, who reports directly to the Human Resources Director, is responsible for daily management of the Program. The responsibilities of the Equal Employment Opportunity Manager include, but are not limited to, the following duties:

- Review and update the County's existing Equal Employment Opportunity Program, and evaluate its effectiveness in achieving Affirmative Action goals.
- Provide copies of the Equal Employment Opportunity Program or EEO-4 Report upon request.
- Monitor that the Federal EEO-4 Report is filed timely.
- Audit the County's compliance with federal, state and local laws, regulations and policies governing equal employment opportunity and minority and women business utilization in procurement activities.
- Periodically prepare workforce analysis and utilization reports and monitor progress in meeting the goals of the Equal Employment Opportunity Program.
- Ensure that compliance information is current and posted centrally for employees at their work location and/or available via the County's intranet.
- Provide consultation to County Department Heads and their managers on how to meet their responsibilities under the Monroe County Equal Employment Opportunity Program.
- Build relationships with community partners, organizations and local colleges for the purpose of recruiting a diverse group of applicants.
- Provide training to new and existing employees and supervisors on Diversity and Inclusion in the Workplace and Harassment Prevention.
- Partner with the Americans with Disabilities Act (ADA) Compliance Officer in maintaining goals of the Equal Employment Opportunity Program.
- Investigate and resolve complaints of alleged discrimination in accordance with the Monroe County Notice Prohibiting Discrimination & Complaint Procedure.
- Inform the Director of Human Resources of any issues that impede the attainment of the Equal Employment Opportunity Program goals and initiatives, or any problems that could lead to complaints of harassment or discrimination.

The Human Resources Director, the Equal Employment Opportunity Manager and the Americans with Disabilities Act Compliance Officer attend training seminars and workshops to help ensure that County EEO and ADA policies and procedures reflect best practice, and that they remain compliant with updates and changes to Federal and New York State legislation.

## Goals/Ongoing Initiatives

The goals of the Monroe County Equal Employment Opportunity Program integrate Affirmative Action considerations into the routine personnel operations of Monroe County. These considerations are fluid, voluntary, good faith objectives designed to foster diversity and inclusion in accordance with the County values and organizational mission, applicable New York State and Federal Law, and existing personnel policies and practices. The highlights of the established goals and ongoing practices include but are not limited to:

### **Policy/Personnel Practices**

- The current policy of Monroe County affirms that all applicants and employees who have a disability will have equal opportunity in competing, obtaining and retaining employment.
- The ADA Compliance Officer within the Department of Human Resources is devoted to ensuring compliance with County policy and applicable disability rights law.
- The ADA Compliance Officer is an advocate in providing appropriate disability services for qualified applicants, employees or any participant in Monroe County services, programs and activities.
- Monroe County Policies and other employment benefits and information are available for all employees in the Human Resources Department section on the Monroe County intranet.
- The notification that Monroe County is an Equal Opportunity Employer is stated on examination announcements, employment application and in advertisements.
- The Monroe County Notice Prohibiting Discrimination and Complaint Procedures is posted visibly within the individual departments and available on the Monroe County intranet.
- The Human Resources Department routinely reviews benefits and compensation, personnel practices and procedures, training and other employment practices to assure that all such practices promote equal employment opportunity and are in compliance with current legal and regulatory requirements.
- Monroe County is committed to engaging in an interactive process with any employee or applicant requesting an accommodation in order to determine an appropriate accommodation for their disability as defined by Federal or New York State law.
- All Monroe County subcontractors, vendors and suppliers have been sent written notification of the County's Equal Employment Opportunity and Affirmative Action policies regarding the employment of qualified underrepresented minorities, qualified individuals with disabilities and qualified protected veterans.



- All recruiting sources, including New York State employment agencies, educational institutions and social service agencies have been informed of the County's policies concerning the employment of qualified underrepresented minorities, qualified persons with disabilities and qualified protected veterans.

### **Recruiting/Promotional Opportunities**

- Viable contact with protected class recruitment sources is demonstrated through appropriate outreach and recruitment activities.
- Job Postings and Civil Service Exam announcements are distributed to all County Departments, other community organizations, and are also available on the Monroe County website.
- Individual departments are encouraged to participate in career information programs within the community and to consider alternative recruitment sources for the purpose of reaching a diverse group of applicants.
- A tuition assistance program is offered to Monroe County employees for their continuing education in an effort to increase the opportunity for upward mobility.
- Career ladders are in place within Civil Service Law that permits the movement of capable lower level employees to higher classes through demonstrated merit and fitness. The elimination of unnecessary barriers in the form of non-related qualification requirements for the higher level classes is reviewed by the Classification section within the Human Resources Department.
- For employee development purposes, trainees and paraprofessional classes exist with minimum qualifications commensurate with duties and responsibilities.
- Civil Service Law Section 52 is utilized by the Human Resources Exam Unit, when applicable, to allow employees who have held the position for at least two years in the non-competitive class the opportunity to compete in promotional examinations.
- Civil Service Law Section 55 is utilized, when appropriate, to support applicants with disabilities in testing and interviewing for Monroe County employment.
- Additional credits on examinations can be awarded to successful candidates who have established veteran status in accordance with Civil Service Law.
- For promotional exams, seniority credits are added to the scores of passing candidates in accordance with Civil Service Law.
- The Monroe County Veterans Service Agency is a dedicated County resource for assisting Veterans and carrying out the Department's mission to make our veterans an economic force in education, employment and business development.

- Interns or apprentice programs are utilized and increase the County's efforts to build a diverse workforce of knowledge, skills and abilities.
- The physical and mental job qualifications identified for all County jobs are governed by the provisions of New York State Civil Service law. Monroe County continuously reviews these qualifications to ensure job qualification requirements are job-related and consistent with business necessity and safety.

### **Staff Development/Employee Relations**

- The ADA Compliance Officer provides awareness and procedural training at new employee orientation and to existing County Managers and staff. This training serves to educate Monroe County employees on the ADA, as well as provide training on the process of requesting an accommodation for individual employees who may need accommodation as defined by the ADA.
- The Monroe County Leadership Academy is a training and education program designed to improve management skills. As part of the mandatory curriculum to attain a "Leadership Academy Certification", managers and supervisors receive training on the Americans with Disabilities Act, Diversity and Inclusion, Leave Administration, Sexual Harassment, Hostile Work Environment and Workplace Violence.
- The Monroe County Leadership Academy Course titled "Human Resources Management for Supervisors" is a practical course designed to increase supervisory awareness of their expectation, roles and responsibilities. The Employment Law section in this course focuses on the Americans with Disabilities Act, best practices in interviewing and avoiding claims of retaliation.
- Formal and informal dispute resolution is provided for Monroe County employees by the Human Resources Department.
- The Equal Employment Opportunity Manager investigates formal complaints of discrimination in a timely manner and responds with findings or recommendations within the timeframe prescribed in the Monroe County Discrimination Complaint Procedure.
- Information from exit interviews is reviewed in an ongoing effort to improve retention.
- Employees who are eligible may transfer within County departments to increase employee job satisfaction and aid in retention.

## Minority / Women Business Enterprise (M/WBE) Procurement Initiative

The Monroe County Department of Environmental Services devotes dedicated resources to promote equality in economic opportunity for minority and women business enterprises (M/WBE) within Monroe County. This initiative is supported by making the process of obtaining contract opportunities easily available to M/WBE companies.

The procurement process involves these steps:

- A Company submits a utilization plan.
- The plan is analyzed to ensure that the M/WBE is federally or state certified.
- Contract amounts are totaled to ensure that the companies make a good faith effort to meet the goals of 12% MBE, and 3% WBE.
- Companies are notified when their plan is approved.
- Payment is tracked when necessary of M/WBE companies.
- Each job site is visited to ensure compliance with the approved plan.

Monroe County has consistently met its combined M/WBE goals for County projects through the efforts of dedicated staff to this mission. This achievement was accomplished by changing the contract requirements, establishing temporary certification, lifting bonding requirements and making plans available for organizations such as the Urban League.

Consultants/Contractors are required to have M/WBE participation on County construction projects. There may be instances where M/WBE participation is not possible. However, Consultants/Contractors must make a good faith effort to obtain M/WBE Subconsultants/Subcontractors.

For jobs less than \$100,000, bonding requirements have been lifted since many companies do not have the money to purchase bonding. Giving jobs to small companies allows for these companies to accumulate funding and be able to afford bonding when needed.

Students who are at college level in engineering programs are informed of work opportunities within the County. Consultants/Contractors may substitute Minority or Women CO-OP Student Employment for M/WBE Utilization

The Department of Environmental Services is also committed to participating in workshops to take potential M/WBE companies through the steps of certification; increasing awareness of contract opportunities within local community businesses. We host and participate in Rochester Careers in Construction's Annual Expos, which showcase the multitude of trades so that students understand that the construction industry is made up of many different specialty areas.

## Audit and Reporting Procedures

The Equal Employment Opportunity Manager and the ADA Compliance Officer have the responsibility for developing, implementing and monitoring the County's Equal Employment Opportunity Program and Affirmative Action initiatives. Responsibilities for these programs are likewise vested with each County Department Head, Manager and Supervisor.

The following activities are governed primarily by the provisions of NYS Civil Service Law and applicable Collective Bargaining Agreements. They are reviewed continuously to ensure compliance with the law and to ensure that these activities are free from discrimination or stereotyping of underrepresented minorities and persons with disabilities:

- Job application procedures
- Hiring, promotion, upgrading, layoff, recall from layoff
- Rates of pay, including fringe benefits
- Job assignments, job classifications, job descriptions, seniority lists
- Sick leave, leave of absence, or any other leave
- Any other term, condition, or privilege of employment.

## Dissemination of Program

Copies of the Monroe County Equal Employment Opportunity Program are available to all employees on the Monroe County intranet. Electronic copies will be provided to external organizations or individuals upon request. These policies are re-emphasized to managers and supervisors on a continuous basis.

A copy of the Equal Employment Opportunity Policy and Monroe County's Notice Prohibiting Discrimination and Complaint Procedures is re-posted conspicuously whenever possible in every County department and available on the Monroe County intranet. The Monroe County Unlawful Discrimination and Harassment Policy is also available on the Monroe County intranet.

A copy of the EEO-4 report will be provided to external organizations upon request.

For information or questions, please contact Debbie Perna by telephone at (585) 753-6909 or e-mail [EEO@monroecounty.gov](mailto:EEO@monroecounty.gov).

## Appendices

(Available on Monroe County Intranet)

- EEO-4 Report
- EEO Job Categories
- Race/National Origin Categories
- Notice Prohibiting Discrimination and Complaint Procedures
- Unlawful Discrimination and Harassment Policy
- Leadership Academy Course Listing
- Rights & Opportunities for People with Disabilities Brochure