


<b>Campbell County Fire Department Policy</b>		
General Administration	Equal Employment Opportunity	 <span style="float: right;"><i>900.202</i></span>

**PURPOSE:**

It is the policy of Fire Department to provide equal opportunity in employment to all employees and applicants for employment in the administration of all personnel practices including, but not limited to, recruitment, hiring, promotions, discipline, retention, compensation, benefits training or the application of any policy or guideline of the Fire Department. All employment decisions will be based on merit, qualification and ability, and made without discrimination of the basis of race, religion, color, gender or sex, pregnancy, age, national origin, military status, disability or any other characteristic protected by applicable federal or state law.


**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter is to be referred to the Fire Chief, Comptroller, and/or the Attorney of record for the Fire Department.
- B. An effective employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee who feels they have been subject to discrimination on the basis of protected class should report this concern to their Supervisor, Fire Chief, or Human Resource Representative. Employees may choose any of these reporting options without first reporting to their supervisor or department administrator. Refer to Policy 900.201.1 Complaint Reporting and Investigation Procedures.
- C. Reports of possible violations of this policy will be investigated promptly. Investigations will be conducted impartially and as confidentially as possible, consistent with the need to conduct a thorough investigation. The Fire Department will notify employees reporting possible violations of the results of the investigation; however, any corrective or disciplinary action will remain confidential.
- D. Employees are not required to directly confront any person who is the source of a report, question, or complaint. Nevertheless, an employee is required to make a reasonable effort to make discrimination known should it exist.
- E. The Fire Department will make every effort to ensure that those named in a complaint, or are too closely associated with those involved in the complaint, will not

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be part of the investigative team or efforts. The Fire Department can, at its discretion, utilize a neutral third-party investigator to address allegations of discrimination.

- F. Retaliation Is Prohibited – The Fire Department prohibits any form of retaliation against employees for reporting possible violations of this policy, for assisting in an investigation, or for otherwise opposing any activity or conduct which might violate this policy. No adverse employment action will be taken against any employee because of the employee’s good faith report of alleged discrimination or suspected violation of the Equal Employment Opportunity Policy or against any employee because the employee is a witness or is otherwise involved in an investigation of such a complaint or report. Any retaliatory conduct should be reported through the procedure stated in the preceding paragraph. Retaliation will be considered a serious violation of this policy, independent of whether a charge or informal complaint or report is unsubstantiated. Encouraging others to retaliate also violates this policy.
  
- G. Employees should recognize that making false or bad faith accusations of discrimination can have serious consequences for those who are wrongly accused. The Fire Department prohibits deliberately providing false information and making false and/or malicious discrimination allegations during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.
  
- H. People With Disabilities – The Fire Department is committed to hiring qualified persons with disabilities and committed to providing reasonable accommodations for qualified employees with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws which prohibit discrimination on the basis of disability. Employees who wish to request an accommodation of a physical or mental impairment or disability should make the request to their supervisor or their department administrator. Employees should always feel free to take requests for accommodation directly to the Human Resource Representative, particularly if the employee’s supervisor has not responded to the employee’s request for accommodation within a reasonable time, or the employee feels that the response has been inadequate or inconsistent with any legal obligations.
  - a. The Fire Department will consider all such requests in light of its legal responsibilities. The Human Resource Representative will meet with the employee who made the request to discuss and identify the precise limitations of job functions resulting from the disability and the potential

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accommodation that the Department might make to overcome those limitations.

- b. The Fire Department will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, overall financial resources, and the accommodation's impact on the operation of the Department, including its impact on the ability of other employees to perform their duties.
- c. The Human Resource Representative will inform the employee of the Department's decision on the accommodation request and if and when it is appropriate to follow through with steps for making the accommodations.
- d. Any information regarding an employee's disability including medical documentation, requests for accommodations, and provision of reasonable accommodations is confidential and will be kept separate from an employee's official personnel file. Such information may not be released internally, except as necessary to administer the accommodations process. Such information will not be released to an entity outside the Fire Department without the employee's written consent, a subpoena or court order, except to defend against any allegation of discrimination raised by the employee.

Initial Approval: March 28, 2007  
Revision Date: 1/26/2011

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