

**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER** 201  
**EFFECTIVE DATE:** 05/19/08  
**REVISED:** 12/15/16-12/05/17 –  
05-17-22  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: Fair Employment Practices**

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- 1 PURPOSE:** It is the policy of the employer to provide equal employment opportunity for all applicants and employees.
  
- 2 POLICY:** The employer recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of seniority and current employment with the employer may also be considered. Therefore, it is the policy of the employer to provide equal employment opportunity for all applicants and employees. The employer does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, sexual orientation, pregnancy, gender identity or expression, political affiliation, national origin, ancestry, disability, veteran status, membership in the Nevada National Guard, domestic partnership, genetic information, or any other basis prohibited by law.
  - 2.1 The employer will:**
    1. Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, age, gender, pregnancy, sexual orientation, gender identity or expression, political affiliation, national origin, ancestry, veteran status, membership in the Nevada National Guard, domestic partnership, genetic information, disability, or any other basis prohibited by law, as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, employer-sponsored training, social, and recreation programs will be administered in conformance with the employer's policy.
    2. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613), and any other applicable federal, state, and local statutory provisions.
    3. Provide reasonable accommodation wherever the need for such is known by the employer, and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others.

4. Hold all managers and supervisors responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

## **2.2 Scope of this policy**

This policy applies to all persons involved in the operation of the employer and prohibits harassment, discrimination, and retaliation by any employee, including supervisors and coworkers, volunteers, customers or clients of the employer, and any vendor or other service provider with whom the employer has a business relationship. The employer will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct. While single incidents of alleged harassment, discrimination, or retaliation may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, the employer nevertheless prohibits such conduct and may impose appropriate disciplinary action against any employee engaging in such.

## **2.3 Equal Employment Opportunity Officer designated**

The primary responsibilities for ensuring fair employment practices for the employer are promoted and adhered to are assigned to the employer's designated Equal Employment Opportunity (EEO) Officer. The employer's designated EEO Officer will also serve as the Americans with Disabilities (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating the employer's compliance with federal and state disability laws. The EEO Officer shall be designated by the County Commissioners or County Manager. The name and work telephone number of the designated individual will be posted on bulletin boards at employer work sites (reference: Notice – Designation of Equal Employment Opportunity Officer). In the event the designated EEO Officer is unavailable, County Manager is designated as the alternative EEO Officer.

**RESPONSIBILITY FOR REVIEW:** The County HR Director will review this policy every 5 years or sooner as necessary.