

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**EQUAL OPPORTUNITY STATEMENT**

**POLICY NO.:** 1.2

**EFFECTIVE:** 11/1/96

**REVISED:** 5/23/00

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**OVERVIEW:** This policy identifies and defines the County's commitment to providing equal employment and advancement opportunities to all individuals and to providing a nondiscriminatory work environment in which all employment activities are governed solely by the employees' merit, job-related qualifications, and abilities.

**SCOPE:** This policy applies to all persons working for and within Orange County Government.

**PROVISIONS:**

- A. The County shall provide equal opportunity in all personnel management activities to employees and applicants for employment. All aspects of employment practices shall be based on merit, qualifications, and competence, without regard to race, color, sex, national origin, marital status, age, religion, political affiliation, or disability (except where a bona fide occupational qualification regarding a particular position applies).
- B. The County shall take positive steps toward eliminating physical barriers to handicapped persons in county facilities and provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose an undue hardship to the County.
- C. The County shall provide an environment that is free of unlawful harassment of any kind including that which is sexual, age related or ethnic.
- D. The policy of Equal Opportunity governs all aspects of employment including but not limited to:

Recruitment, Hiring, Transferring, Promotions, Demotions, Compensation, Benefits, Job Assignment, Discipline, Dismissal, Lay off, Return from layoffs, Training, and Social and Recreational programs.

E. Informing Employees:

All employees will receive a copy of the Equal Employment Opportunity Policy by virtue of receipt of the County's Handbook upon employment.

F. Investigation and Resolution of Charges of Unlawful Discrimination:

For the purpose of promptly and equitably resolving employee complaints alleging discrimination, the County of Orange has adopted the following internal grievance procedure.

Complaints shall be filed verbally or in writing and shall be addressed to the Orange County Administrator, P.O. Box 111, Orange, VA 22960, (540)672-3313. Complaints must meet the following requirements:

A complaint must contain the name and address of the person filing the complaint, and briefly describe the alleged discriminatory action.

A complaint shall be filed within 10 days after the complainant becomes aware of the alleged discriminatory action.

An investigation, as may be appropriate, shall follow the filing of a complaint. The Personnel Appeals Committee, as defined by the County Administrator and which shall include at least the County Administrator and the Assistant County Administrator, shall investigate any charges regarding unlawful discrimination. It shall be the responsibility of the Assistant County Administrator to provide relevant information from the employee's personnel files and of the Department Director or Constitutional Officer to provide requested relevant information to assist in the investigation and resolution of the complaint. This informal, but thorough investigation, will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

A written determination as to the validity of the complaint and description of the resolution, if any shall be issued by the County Administrator and a copy forwarded to the complainant by certified mail no later than 30 days after its filing.

The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within 10 days of certified receipt of the written resolution. The request shall be made to the County Administrator for a hearing before the Board of Supervisors.

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The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons, to meet the appropriate due process standards and to assure that the County of Orange complies with applicable local, state and federal regulations.