

**PART I**  
**POLICY STATEMENT**

It is the policy of St. Lawrence County (SLC) to provide equal employment opportunity to all people without regard to race, color, creed/religion, gender identity, marital status, sex, sexual orientation, age, national origin, disability, or Vietnam Era Veteran status. As Chairman of the St. Lawrence County Board of Legislators, I am personally committed to assuring that St. Lawrence County will act affirmatively to develop avenues of entry and mobility for all people regardless of protected status through the following activities:

- Development of programmatic approaches to the elimination of any unjust exclusionary employment practices, policies, and consequences
- Development of educational and training programs for all employees, with due emphasis on our goal of providing advancement opportunities regardless of protected status; and
- Development of mechanisms for swift and judicious resolution of problems of human rights discrimination consistent with our policy, and other applicable legal statutes including: Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans Act of 1974, Executive Order 11246 and the Equal Employment Opportunity Act.

To effectuate this policy, we have designed a plan, which conforms to all relevant Federal and State non-discrimination, equal employment opportunity and affirmative action regulations. It applies equally to all job classifications and titles in St. Lawrence County and all types of appointments under the County's jurisdiction. It governs all of our employment policies, practices and actions including but not necessarily limited to: recruitment, interviewing, employment, training, disciplinary actions, rate of pay, or other compensation, reclassification, reallocation, promotion, demotion, termination, and all employee benefits. Reasonable accommodations will be made for individuals having disabilities.

To assist me in my responsibility as chief executive officer for an effective affirmative action/equal employment opportunity program, I shall appoint an Affirmative Action/Equal Employment/ADA (AA/EEO/ADA) Officer, upon approval of the Board of Legislators. The AA/EEO/ADA Officer will advise and assist the St. Lawrence County Administrator who shall be responsible for the day-to-day implementation of necessary programs and policies as outlined in the Affirmative Action/Equal Employment Opportunity Plan. I will see that sufficient resources necessary for the execution of the program responsibilities will be provided.

The mission of St. Lawrence County is to ensure the fulfillment of our policy to provide equal employment opportunity for all - the right of every person to be employed and to advance on the basis of merit, ability, and potential. Affirmative action considerations will be an integral part of all County activities performed in the furtherance of our mission and in meeting our responsibilities to the County's citizens.

St. Lawrence County will employ all necessary procedures to ensure that this policy continues to be fully supported and expects that all department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal opportunity are fully implemented in every action they take.

SLC Affirmative Action/Equal Employment Opportunity Plan  
As amended April 2022

<p><u>AFFIRMATIVE ACTION - WHAT IT IS:</u></p> <ol style="list-style-type: none"><li>1. An ongoing Program – designed to correct past discrimination</li><li>2. Race and sex conscious Policies and Practices aimed at achieving Equal Employment Opportunity</li><li>3. A method used to reach the goal of equal opportunity</li><li>4. Required by Federal law for agencies receiving federal assistance</li></ol> <p><u>WHAT IT IS NOT:</u></p> <ol style="list-style-type: none"><li>1. A piece of paper</li><li>2. So Called “Reverse Discrimination”</li><li>3. A program which assumes present equality can be built on a foundation of past discrimination.</li><li>4. A quota system.</li></ol>	<p><u>EQUAL EMPLOYMENT OPPORTUNITY – WHAT IT IS:</u></p> <ol style="list-style-type: none"><li>1. Equal access to jobs</li><li>2. Applicable to all citizens</li><li>3. Essential to sound employment practices</li><li>4. Required by state and federal law</li></ol> <p><u>WHAT IT IS NOT:</u></p> <ol style="list-style-type: none"><li>1. A guarantee of jobs</li><li>2. Ethnic group specific</li><li>3. Gender specific</li><li>4. A social program</li></ol>
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William Sheridan, St. Lawrence County Board of Legislators, Chair

5/23/2022

Date