
Equal Employment Opportunity/Affirmative Action Policy

303.1 PURPOSE AND SCOPE

To set forth the guidelines for Affirmative Action and Equal Employment Opportunity. This policy applies to all employees.

303.1.1 DEFINITIONS

Americans With Disabilities Act of 1990 - Federal law, an extension of the Rehabilitation Act of 1973 which implements tenets of non-discrimination for those with disabilities.

Discrimination - To make a distinction in favor of or against one person as compared with others.

Equal Employment Opportunity - The right of all persons to work and to advance on the basis of merit, ability and potential.

303.2 AUTHORITY AND REFERENCES

- Executive Team;
- ADA 1990;
- Civil Rights Act of 1964, as amended to the Civil Rights Act of 1972.

303.3 POLICY

Riverside County Probation Department is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the policy of the Riverside County Probation Department that all employees and applicants receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, sexual preference, marital status, medical condition pregnancy, physical disability, veteran status.

303.4 INSTRUCTION AND COMMENT

- (a) Acceptance of this equal employment opportunity principle does not end with mere prohibition of discriminatory practices. The Probation Department recognizes its obligation to develop practical plans for specific steps to be taken to achieve more fully the goal of equal employment to take what action possible and to remove barriers to equal employment opportunities.
- (b) The Riverside County Probation Department reaffirms its long-standing and sincere commitment to the ideals and concept of equal employment opportunity as a vital and basic merit principle. It has been and will continue to be the policy and practice of the Probation Department to be fair and impartial in terms of recruiting or recruitment advertising, hiring, compensation, benefits, transfers, layoffs, recall from layoffs or termination, rate of pay or other compensation, training, education, tuition reimbursement, promotions, demotions, and social and recreational programs

Riverside County Probation Department

Policy Manual

Equal Employment Opportunity/Affirmative Action Policy

in all job classifications without regard to race, color, religion, sex, sexual preference, age, national origin, ancestry, physical disability, mental disability, medical condition, pregnancy, marital status. Additionally, the provisions of the Family and Medical Leave Act and the Family Rights Act will be applied on a non-discriminatory basis.

1. We recognize the positive contribution of all employees and the value of varied cultural and ethnic backgrounds and experiences in helping achieve our mission of providing quality service to our courts, community and clients.
 2. We encourage an atmosphere of harmony, cooperation and mutual rapport and promote a work environment free of discriminatory practices.
 3. Each administrator and department director is responsible for supporting the Affirmative Action Plan and insuring the achievement of program goals.
 4. To further demonstrate the department's commitment to Affirmative Action and in providing managers with necessary resources, training sessions in Affirmative Action and Equal Employment Opportunity will be provided on an as-needed basis to ensure compliance with the Affirmative Action Plan and the principles of Equal Employment Opportunity.
- (c) The objective of an EEOP is to ensure nondiscrimination in employment, and wherever possible, to actively recruit and include for consideration for employment minorities, women and the physically handicapped.
- (d) To achieve the goals of our EEOP, it is necessary that each member of this organization understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment.
- (e) The Chief Probation Officer shall evaluate Equal Employment Opportunities under the department's Equal Employment Opportunity Program/Affirmative Action Plan which shall include:
1. A quarterly and annual Progress Report including systematic analysis of the department's hiring and promotional practices, identifying areas needing improvement, and setting goals designed to correct underutilization.

Date(s) revised:

04/26/2010

04/23/2009

01/02/2002

Created: 07/01/1986

Attachments:

[1. Equal Employment Opportunity Statement.pdf](#)

Attachments

Equal Employment Opportunity Statement.pdf

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

RIVERSIDE COUNTY PROBATION DEPARTMENT

The Riverside County Probation Department is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the policy of the Riverside County Probation Department that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition, physical disability, mental disability, pregnancy, or veteran status.

All recruitment, hiring, placements, transfers, and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation, regardless of the above identified bases. All other personnel actions such as compensation, benefits, layoffs, terminations, training, etc. are also administered without discrimination. Equal Employment Opportunity (EEO) will be promoted through a continual and progressive EEOP.

The objective of an EEOP is to ensure nondiscrimination in employment and, wherever possible, to actively recruit and include for consideration for employment minorities, women and the physically handicapped.

This organization will also conform with the Americans with Disabilities Act of 1990 (ADA), 42 USC Sections 12101 et. seq., and U.S. Department of Justice Implementing Regulations, 28 CFR, Part 35.

The Director of Probation Personnel Services has been designated EEO Coordinator. Inquiries concerning the application of Federal and State laws and regulations should be referred to her/him. The coordinator is responsible for administering programs progress and initiating corrective action when appropriate. All personnel are monitored and analyzed to ensure the adherence of this policy.

To achieve the goals of EEO, it is necessary that each member of this organization understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment.

Chief Probation Officer

Date

Director, Probation Personnel Services
EEO Coordinator

Date