

have been developed in order to achieve optimum efficiency, economy and equity in the pursuit of the county's goals and the utilization of its human resources.

A. Scope of Coverage:

1. The following officers and employees are explicitly exempted from coverage, unless otherwise specified:

- a. All elected officials;
- b. All members of Boards or Commissions;
- c. County Engineer;
- d. Consultants, advisors and counsel rendering temporary services;
- e. Independent contractors;
- f. Temporary, seasonal or on-call employees that do not occupy established positions; and
- g. Members of volunteer organizations.

2. All employees not explicitly exempted from coverage of these personnel policies and procedures shall be subject to its provisions unless indicated otherwise in the contents of these personnel policies and procedures.

3. Individual sections of these personnel policies and procedures may apply to personnel defined in Section 1 above, provided the provision is specifically stated in the section.

B. Statement of Equal Opportunity:

The county seeks to provide equal opportunity to all of its employees and applicants for employment, and to prohibit discrimination based on race, color, sex, religion, national origin, genetics, political affiliation, age, physical or mental disability or impairment, or marital status. The county promotes equal opportunity in matters of hiring, training, promotion, transfer, compensation, employee benefits, and all other terms, privileges and conditions of employment.

(Changed by Ord. 12-02, passed 4-26-12)

C. Americans with Disabilities Act (ADA) Statement:

1. The county will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of an individual's physical or mental disability. The county also will make reasonable accommodation wherever necessary for all employees or applicant with disabilities if the individual is otherwise qualified to safely perform the essential functions of the job with or without a reasonable accommodation. This policy of nondiscrimination applies to all personnel and employment practices, including:

- a. Recruitment, advertising, and job application procedures.
- b. Hiring, upgrading, demotion, transfer, lay-off, termination,