

## VAN BUREN COUNTY ROAD COMMISSION

### **Equal Employment Opportunity Policy 2016-10**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Road Commission will be based on merit, qualifications, and abilities. This Policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Except where required, or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's religion, race, color, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability.

The Road Commission will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. **Any employee who believes he/she needs a reasonable accommodation must submit a written request for that accommodation to the Road Commission within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.** Failure to do so will prevent the employee from alleging that the Road Commission failed to accommodate him/her in violation of the Michigan Persons with Disabilities Civil Rights Act.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Managing Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to, and including termination of employment.

Policy Adopted: 2/7/1985

Policy Revised: 11/03/2016; 11/08/2023