

BOARD OF COUNTY ROAD COMMISSIONERS

COUNTY OF BAY, MICHIGAN

**EQUAL EMPLOYMENT
OPPORTUNITY POLICY**

RICHARD S. GROMASKI, CHAIRMAN
EDWARD L. RIVET, VICE-CHAIRMAN
MICHAEL G. RIVARD, MEMBER

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Attorney Review: July 19, 2017
Revised: August 15, 2018

BAY COUNTY ROAD COMMISSION

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Bay County Road Commission will assure that applicants are employed and employees are treated without regard to their religion, race, color, national origin, age, sex, height, weight, marital status, or disability which is unrelated to an individual's ability to perform the duties of a particular job, in all matters of employment, including but not limited to, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rate of pay, job assignment, working conditions and training. The Bay County Road Commission will not fail or refuse to hire, recruit, discharge, or otherwise discriminate against an individual with respect to employment, compensation, or a term, condition, or privilege of employment because of religion, race, color, national origin, age, sex, height, weight, marital status, or disability which is unrelated to an individual's ability to perform the duties of a particular job.

The Bay County 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 Finance Director 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.

An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Finance 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.