

**BURNET COUNTY
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

INTRODUCTORY STATEMENT

Burnet County
220 S Pierce St, Burnet, TX 78611
512-756-5489
Human Resources

POLICY STATEMENT

It is the policy of Burnet County to provide equal employment opportunity in county government for all persons; to prohibit discrimination in employment on the basis of race, color, religion, national origin, age, sex, veteran, disability or handicap status; and to promote the full utilization of all incumbent employees in the county.

Burnet County will follow this policy in recruitment, hiring, training and promotion into all classifications, compensation, benefits, transfers, assignments, shifts, layoffs, returns from layoff, demotions, terminations, educational leave, social and recreational programs, and use of county facilities.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment; selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

Burnet County will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job or benefit from training.

Burnet County prohibits retaliatory actions against employees or applicants for employment who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Burnet County's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation.

Burnet County is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

Burnet County upholds the following **Affirmative Action Statement** as described in the Burnet County Personnel Policy:

"There shall be no discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, religion, color, disability, national origin, sex, political affiliation, belief, veteran status or other protected factors. Personnel decisions shall be made on the basis of occupational qualifications and job related factors such as skill, knowledge, education, experience, and ability to perform a specific job."