

# Understanding the Equity & Inclusion Rule Training Overview



## **Equity & Inclusion Division (EID) Core Responsibilities**

*Compliance* – While the Consent Decree focuses on race and gender, federal and state laws extend to additional protected bases to include color, religion, age (40 and over), sex (including gender identity, sexual preference and pregnancy), national origin or ancestry, genetic make-up, disability status, protected veteran status, retaliation, pay equity or any other characteristic protected by law.

*Policies/Rules & Regulations* – There is a five-member Policy Review Committee: County Manager, County Attorney, Deputy County Attorney, HR Director, and Chief Equity & Inclusion Officer. Any policies/rules that are financially related must also be approved by the Commissioners. Any policies/rules pertaining to compliance must be reviewed by the Consent Decree parties.

*Programs/Services* – Exit Interviews are now facilitated by EID as an additional service. Supervisors must notify EID when an employee is departing and provide EID with a copy of the resignation letter, if available. The employee will be invited to meet with a Business Partner for an Exit Interview or may complete an Exit Questionnaire. Departments should continue to maintain the Exit Checklist to collect County property but should no longer facilitate the Exit Questionnaire.

## **Protected Communication**

*Employees:*

- Notify supervisor when you need to visit HR during working hours
- Consider your work responsibilities prior to visiting HR
- Not required to notify supervisor who you are visiting in HR or why
- Where possible, consider other methods of contacting the EID, such as by phone, Ethics Hotline or online application
- May visit HR during work hours/on the clock

*Managers:*

- Allow employees to visit HR
- Do not ask the employee who they are visiting in HR or why

## **Informal Complaints**

Performance Appraisals are non-grievable. However, an employee may submit a written rebuttal and the supervisor must attach to the official performance appraisal.

## **Formal Complaints**

*Employees and Managers:*

- **Contact EID immediately to report suspected wrongdoing or mistreatment**
- **Report complaints through the Ethics Hotline at 844-759-0034 or [jccal.ethicspoint.com](http://jccal.ethicspoint.com) which is available seven (7) days a week, 24 hours per day**

- **Complaints must be filed with EID within 45 calendar days of the alleged harm** and within 180 days if they are filed with the Equal Employment Opportunity Commission (EEOC)
- EID's goal is to investigate complaints within 60 days

### **Abuse of Process**

#### *Employees and Managers:*

- Participation in investigations is a condition of employment
- Should not report frivolous and unwarranted discrimination, retaliation or harassment complaints
- May withdraw certain complaints, unless EID has a business responsibility to continue investigation, such as in the case of a sexual harassment complaint

### **HR's EID Webpage Resources**

- EID Team contact information
- [www.jccal.org](http://www.jccal.org)
- Business Partners assigned departments
- Rules and Regulations/Policies and related forms
- Employees may file complaints online or call the Complaint Hotline at 844-759-0034