



Essex County Office of the Manager

7551 Court Street - PO Box 217 - Elizabethtown, New York 12932
Telephone (518) 873-3333 - Fax (518) 873-3339

Michael Mascarenas, County Manager
Michael.Mascarenas@essexcountyny.gov

James Dougan, Deputy County Manager
James.Dougan@essexcountyny.gov

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Essex County to provide equal employment to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference or Vietnam Era Veteran status. The Board of Supervisors will be personally committed to assuring that Essex County will act affirmatively to develop avenues of entry and mobility for minorities, women, individuals with disabilities, and Vietnam Era Veterans through the following activities:

Development of programmatic approaches to the elimination of all unjust exclusionary employment practices, policies, and consequences.

Development of educational and training programs for all employees, with due emphasis on our goal of upgrading minorities, women, individuals with disabilities and Vietnam Era Veterans.

Development of personnel practices, policies, and career ladders to assist and encourage upward mobility of employees restricted to lower levels.

Development of mechanisms for swift and judicious resolution of problems of human rights discrimination consistent with our policy, the Governor's executive orders, and other applicable legal statutes.

To effectuate this policy, Essex County has designated a plan which conforms with all relevant Federal and State nondiscrimination and affirmative action regulations including but not limited to: The Civil Rights Act of 1964 as amended, the Rehabilitation Act of 1973, the

Vietnam Era Veterans Readjustment Act of 1974, the New York State Human Rights Law and Governor Cuomo's Executive Order 6. It applies equally to all job classifications and titles in the Town of Lewis and all types of appointments under Essex County jurisdiction. It governs all Essex County employment policies, practices, and actions including but not necessarily limited to: recruitment, employment, disciplinary actions, rate of pay, or other compensation, advancement, reclassification, reallocation, promotion, demotion, and all employees benefit s.

Reasonable accommodations to all programs and services will be made for individuals having disabilities.

The Board of Supervisors, to assure an affective affirmative action program will be responsible for day-to-day implementation of necessary programs and policies as outlined in the plan which will be available in the Essex County Government Center. The Essex County Board of Supervisors will see that all resources necessary for the execution of program responsibilities

are fully available. Moreover, all Essex County Board of Supervisors members and employees must make consistently diligent efforts to implement this policy in day-to-day program and employment decisions.

The prime responsibility of the Essex County Board of Supervisors to operate and maintain the County of Essex, its roads, highways, streets and other County resources and to meet the needs of the people of the County. Affirmative Action considerations will be an integral part of all activities performed in the furtherance of this mission and in meeting our responsibilities to the citizens of the County of Essex.

DISSEMINATION OF POLICY

Essex County will undertake the activities listed below to disseminate its Affirmative Action Plan and Program, both internally and externally.

A. Internal

1. A copy of the Essex County Affirmative Action Policy Statement will be posted at every building, facility or construction site in a location that is conspicuous and accessible to employees and, to the extent possible, to the public .
2. A copy of the Essex County Affirmative Action Policy will be distributed to each employee and applicant and will be included in any policy and/or personnel manual.
3. Protected class employees will be represented in any brochures, publications, manuals, reports and advertisements which depict the work force.
4. Employee newsletters will include descriptions of the Affirmative Action Policy and/or plan and will reinforce the County's commitment to equal employment opportunity and Affirmative Action through periodic updates.
5. Meetings will be scheduled at least annually with the Essex County Board of Supervisors to review the Affirmative Action Plan, to discuss program goals and objectives, and to explain their responsibilities for implementation.
6. Union officials will be informed of the County's Affirmative Action Policy and their cooperation will be sought.

B. External

1. The Affirmative Action Plan will be made available to the public upon request to the County Manager's Office.
2. The Affirmative Action Policy will be provided to recruitment sources through oral and written communication, including methods that are accessible to individuals having disabilities.
3. The Affirmative Action Policy will be provided to towns, villages, organizations, colleges, and community groups interested in encouraging equal employment

opportunities for minorities, women, individuals having disabilities, and Vietnam Era Veterans.

4. All applicants will be provided a copy of Essex County's Affirmative Action Policy.
5. All vendors and suppliers with whom Essex County conducts business with will be provided a copy of the County's Affirmative Action Policy and their cooperation will be sought.
6. Essex County will ensure that all contract documents/purchase orders indicate that the County of Essex is an Equal Opportunity/Affirmative Action employer.