
UNDERSTANDING THE EQUITY & INCLUSION RULE

EMPLOYEE TRAINING

March 2019

Facilitated by Human Resources' Equity & Inclusion Division



AGENDA

- EID Vision
- The EID Team
- Departmental Assignments
- EID Three Core Responsibilities
- Equity and Inclusion Rule
- Our Shared Responsibilities
- Diversity Challenge
- Q&A



- ▶ OBJECTIVES:
 - ▶ To provide County employees with a better understanding of EID's **services and processes**
 - ▶ To provide County employees with a better understanding of **complying** with the Equity & Inclusion Rule
 - ▶ To provide County employees with a better understanding of our **shared responsibilities** as EID professionals, managers and employees

Equity & Inclusion Division (EID) Vision



- ▶ To support the County in creating a **diverse, equitable and inclusive culture** for all employees where respect and communication are **embedded** in every aspect of Jefferson County Commission's operations.

The EID Team | Departmental Assignments



EID TEAM

Dr. Lisa Burroughs, Chief Equity & Inclusion Officer

Ms. Romissa Walton, Business Partner Manager

Ms. Delana Spencer, Intake Coordinator

Business Partners

Ms. Kimberly Webster

Mr. Alan Sconiers

Mr. Ben Sullen

Ms. Beth Carter

TEAM Kimberly & Alan

- Board of Registrar's Office
- Cooper Green *Mercy* Health Services
- County Attorney's Office
- County Manager's Office
- Development Services
- Environmental Services
- Human Resources
- Probate Court
- Revenue
- Tax Assessor's Office
- Treasurer's Office

TEAM Ben & Beth

- Board of Equalization
- Coroner's Office
- District Attorney's Office
- Family Court
- Finance (including BMO & Purchasing)
- General Services
- Human-Community Services & Economic Development
- Information Technology
- Juvenile Detention Center
- Roads & Transportation
- Tax Collector's Office

The Evolution of Affirmative Action



Affirmative Action

1960's

Focuses on good faith efforts to recruit, hire, train and promote **qualified** minorities, women, the disabled and veterans.

Diversity

1990's

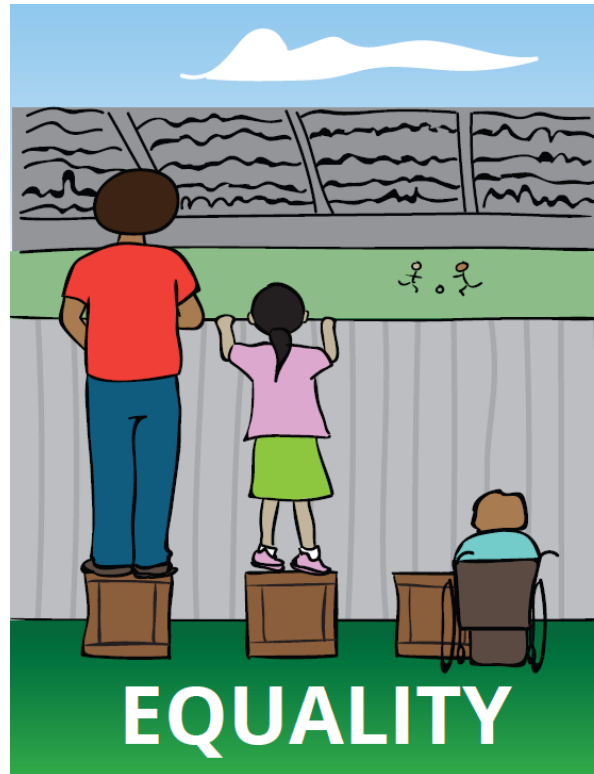
Works to change the culture within by developing skills and policies that **utilize everyone's full potential** while the business benefits from the **different perspectives.**

Equity & Inclusion

21st Century

Creating a culture where all can be and feel **welcomed, respected, supported, and valued** to fully participate in workplace activities and opportunities.

Equality vs. Equity



EID Three Core Responsibilities



Compliance

- Consent Decree
- Federal and State Laws
- County Policies/Rules & Regulations
- Personnel Board Rules



Policies/Rules & Regulations

- Draft
- Interpret
- Enforce



Programs & Services

- Veterans Program
- Employee Recognition Program (upcoming)
- Women's/Men's Programs (upcoming)
- Behavioral Health Systems (BHS)
- Exit Interviews/Questionnaires

Equity and Inclusion Rule & Regulation



- ▶ **1.0** - Jefferson County Commission **prohibits discrimination and harassment** of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, age, sex (including sexual identity, sexual preference, and pregnancy), national origin or ancestry, genetic make-up, disability status, protected veteran status, equal pay or any other characteristic protected by law.

Equity and Inclusion Rule & Regulation



2.0 - Equal Employment Opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Jefferson County Commission and its employees, including:

- Recruitment
- Employment
- Disciplinary actions
- Promotion
- Reassignment
- Training
- Working conditions
- Wage and salary administration
- Employee benefits and application of policies

Equity and Inclusion Rule & Regulation



5.0 - Protected Communication

- **County employees have the right** to contact their supervisor, department head, the Human Resources Director or the EID at any time **to report suspected wrongdoing or mistreatment.**
- No one may **restrict** an employee from contacting the EID or reporting wrongdoing to a supervisor or more senior official.
- When an employee reports suspected wrongdoing to a supervisor, senior official or the EID, it is recognized as a ***protected communication.***

Restrictions

- Restriction occurs when an employee is *prevented* from contacting the EID, a supervisor or other senior official, to complain or make any allegation of wrongdoing.
- Restriction also occurs when an employee is required to report through the chain of command, *prior* to making a protected communication.
- Restriction denies an employee the effective use of the EID or access to executive County officials, such as the Human Resources Director and the County Manager.

Equity and Inclusion Rule & Regulation



Informal Resolution

- **Desired** form of resolution
- When possible, supervisors and employees are expected to make every effort to resolve issues as they arise.

6.0 - Examples of Non-Grievable Issues

- Oral and/or written reprimand or performance appraisal
- Work assignments which are within established job descriptions and qualifications
- Established or revised wage, salaries, position classifications or benefits
- Administrative Leave Without Pay (ALWOP) not exceeding five working days (see PBJC Rule 13.20c)
- Requests for discipline of another employee

Equity and Inclusion Rule & Regulation



7.0 – Formal Complaints (Discrimination)

- If you suspect that a violation of this rule has occurred, contact EID *immediately*.
- Employees have the option to self-identify or remain anonymous.
- Complaints can be made through the Ethics Hotline at **844-759-0034** or jccal.ethicspoint.com.

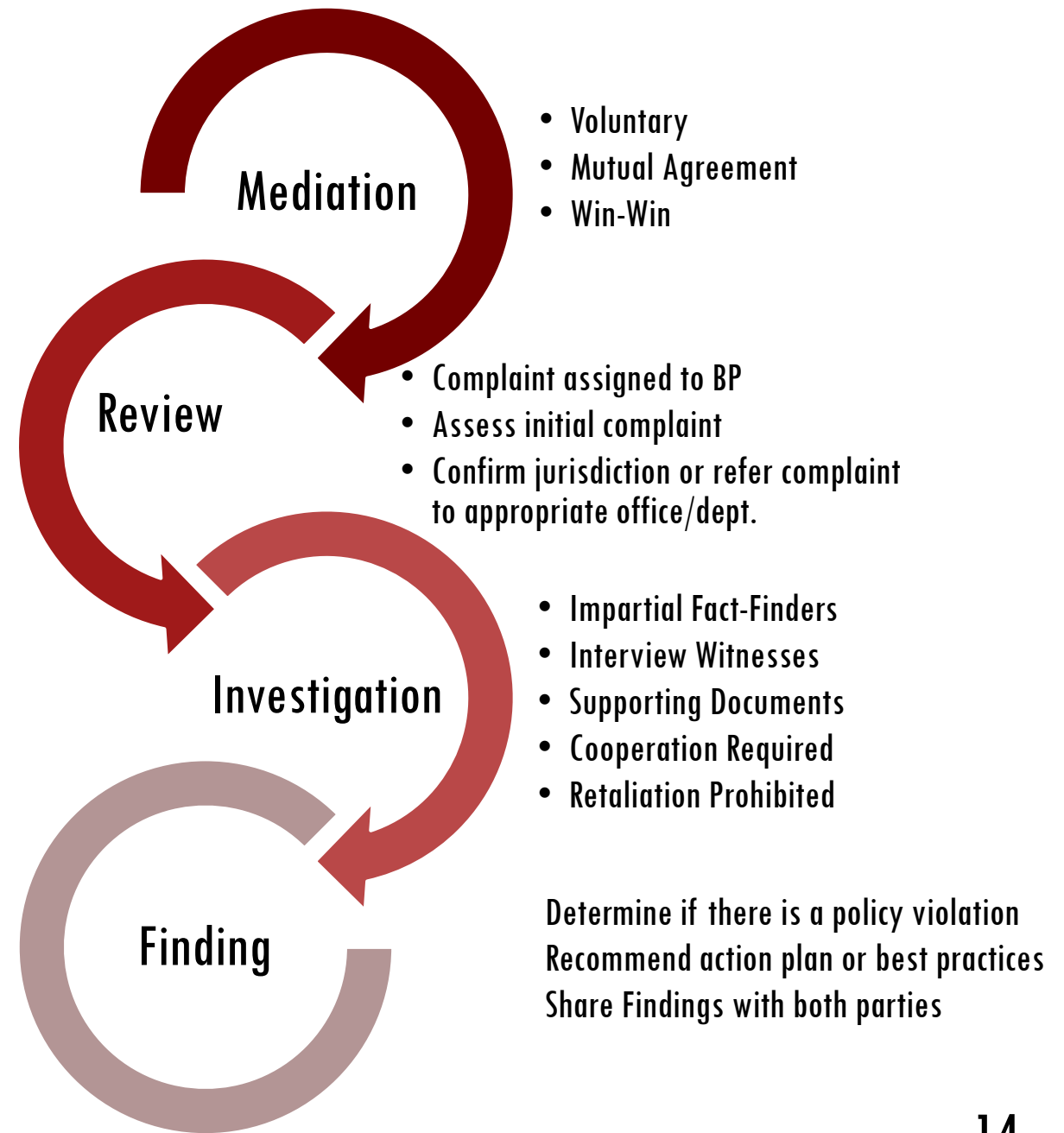
Formal Complaint Procedures

Employees who believe that they have been subjected to illegal discrimination or workplace harassment based on race, 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, may **file a complaint within 45 days of the alleged harm.**

- ▶ Attempting resolution first through the EID does not limit an employee's ability to proceed further with a complaint.
- ▶ If a resolution is not possible, there is a formal grievance process (PBJC Rule 15) and appeal procedure available for full-time classified employees through the PBJC or EEOC.
- ▶ Terminated merit employees may appeal their termination to the PBJC in accordance with PBJC Rule 12.4 — Appeal Procedure.



Formal Employee Discrimination Complaint Process



Equity and Inclusion Rule & Regulation



8.0 – Abuse of Process

- Unwarranted discrimination, retaliation or harassment are subject to disciplinary action up to and including termination.

9.0 – Complaint Withdrawal

- Either complainant or respondent may submit a **voluntary complaint resolution or proposal for resolution** prior to or during an EID investigation.
- The complainant may also, at any time, withdraw their complaint by completing a **voluntary complaint withdrawal** form in EID.
- EID may have a **business responsibility to continue investigating** certain types of complaints, even if there is a request to withdraw, such as a sexual harassment complaint.

Shared Responsibilities



Equity and Inclusion Division's Responsibilities

- Unlawful harassment, discrimination and retaliation based on a protected class
- Unfair treatment
- Substance abuse
- Unsafe working conditions
- Major misconduct such as theft of time
- Workplace violence or threats of violence
- Violations of wage and hour laws
- Provide consultations to managers and employees that need to ask a question
- Resource when employees cannot resolve complaints or concerns within their departments

Department/Management Responsibilities

- Distribution of workload
- Departmental scheduling
- Ensuring that departmental policies/rules & regulations are followed by all
- Petty squabbles (discuss legal meaning of 'hostile work environment')
- Peer to peer quarrels

Employees' Responsibilities

- Accountability for their own actions
- Adherence to policy/procedure and established rules
- Commitment to professional ethics
- Responsibility to report wrongdoing



EID Webpage

RESOURCES

DIVERSITY Challenge



How diverse is your department/group?

5-Minute Challenge



Q & A

For Guidance and Support



Equity & Inclusion Division

716 Richard Arrington Jr. Blvd. North, Suite A640

Birmingham, AL 35203

(205) 325-5249

Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Complaints can be made through the Ethics Hotline at **844-759-0034** or jccal.ethicspoint.com