

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURES MANUAL**

CHAPTER THREE: PERSONNEL

Policy 3.5: Equal Employment Opportunity

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I. POLICY:

Equal employment opportunities exist for all positions of the Oklahoma County Juvenile Bureau (OCJB). The OCJB is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, color, religion, sex, national origin, disability, age, or veteran status **(3-JDF-1C-05) (2-7027) (2-7032)**.

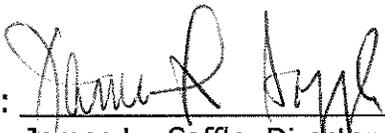
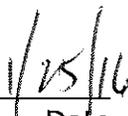
II. PROCEDURE:

A. Equal Employment Opportunity is the law. Applicants and employees of the OCJB are protected under Federal law from discrimination on the following bases:

1. Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship. **(3-JDF-1C-05-01)**
2. Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. **(3-JDF-1C-05-02)**
3. The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.
4. In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal

skill, effort, and responsibility, under similar working conditions, in the same establishment.

5. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.
 6. All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.
- B. In the event that a deficiency is identified regarding the employment of minority groups and/or women, the Human Resources Manager shall develop an affirmative action program to actively encourage the hiring and/or promotion of members of minority groups. Once approved by the Director and the Human Resources Director of Oklahoma County, the OCJB shall implement the affirmative action program. The program shall be reviewed and updated at least annually thereafter **(2-7032)**.

Approved:  
James L. Saffle, Director Date