

# Office of Court Administration

## Equal Employment Opportunity Policy

October 15, 2012

Approved by:   
David Slayton

## **Office of Court Administration Equal Employment Opportunity Policy Statement**

The Office of Court Administration (OCA) upholds equal employment opportunity for all employees and applicants for employment, regardless of their race, color, religion, national origin, sex, age, or disability. Employment decisions including but not limited to recruitment, hiring, selections, appointments, performance evaluations, training, promotion, discipline, termination, and salary actions shall be made on the basis of non-discriminatory factors, and the human resources officer shall review all such decisions for equal employment opportunity compliance. This policy statement shall be prominently displayed in the human resources office and on the agency's internal policy website.

OCA prohibits workplace harassment or offensive conduct related to any person's race, color, religion, national origin, sex, age, or disability. Employees are required to report illegal conduct or violation of this EEO policy or the anti-harassment policy to their supervisor, the human resources officer, any division director, or their presiding judge. Employees who are found to have violated this policy will be subject to disciplinary action, up to and including dismissal. Retaliation against any employee because of a report or complaint of violation of this policy is prohibited, and the agency supports the rights of all employees to exercise their rights under the civil rights statutes. However, disciplinary action against employees who have violated agency policy or who are not performing up to acceptable standards will not be stayed merely by the filing of a discrimination, harassment, or hostile work environment complaint.

In accordance with State law, all employees will receive training on prevention of discrimination and harassment in the workplace within 30 days of initial employment and every two years thereafter. A signed record of training will be maintained in each employee's personnel file. The human resources officer will conduct a review of agency personnel policies and procedures at least every two years to ensure compliance with equal employment opportunity requirements and will recommend any appropriate changes.