



# Board Agenda Item 29

DATE: November 3, 2020

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: Administrative Policy Revisions

RECOMMENDED ACTION(S):

**Approve revisions to Administrative Policy 31 - Equal Opportunity Employment; Administrative Policy 32 - Discrimination/Harassment; and Administrative Policy 77 - Recognition of Individuals/Groups/Events and Related Use of County Facilities.**

Approval of the recommended action will revise Administrative Policies 31, 32, and 77. Staff is currently undertaking a review of your Board's Administrative Policies and recommending revisions for your consideration. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the proposed Administrative Policy (AP) revisions. If your Board does not approve the recommended action, APs 31 and 32 would not be updated in accordance with Federal and State statute and Americans with Disabilities Act (ADA) requirements and AP 77 would not be updated to clarify the process to add agenda items for recognition before and after agenda review.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

Staff is currently in the process of reviewing and revising APs. The recommended revisions for AP 31 - Equal Employment Opportunity and AP 32 - Discrimination/Harassment add updated language in accordance with Federal and State statute and to update language to comply with the ADA requirements. As part of the review process, staff worked with County Counsel; Human Resources; and external Counsel that specializes in government, labor & employment law, litigation & dispute resolution, and employment class actions. The recommended revisions for AP 77 - Recognition of Individuals/Groups/Events and Related Use of County Facilities add language to address the process for requests for recognition that are received before and after agenda review.

ATTACHMENTS INCLUDED AND/OR ON FILE:

AP 31 - Equal Employment Opportunity  
AP 31 - Equal Employment Opportunity - redline  
AP 32 - Discrimination/Harassment  
AP 32 - Discrimination/Harassment - redline

AP 77 - Recognition of Individuals/Groups/Events and Related Use of County Facilities

AP 77 - Recognition of Individuals/Groups/Events and Related Use of County Facilities - redline

CAO ANALYST:

Samantha Buck