

**LEELANAU COUNTY  
BOARD POLICY**

GENERAL SUBJECT: Organization Policies  
Administrator

Policy No. **2.03**

SPECIFIC SUBJECT: Equal Employment Opportunity Policy  
(EEO)

Adopted: 12/17/1991  
Reviewed: 04/20/2010  
Revised: 11/19/2013  
Revised: 08/15/2023

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APPLIES TO: All Leelanau County Employees and Elected Officials

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**PURPOSE:** To provide equal employment opportunities for all qualified persons, to prohibit discrimination in employment in accordance with state and federal laws, to promote the full realization of equal employment opportunity through a positive, continuing program.

Leelanau County is an Equal Opportunity Employer. Accordingly, the County provides equal opportunity in County employments. Our employment practices are without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, breastfeeding or related medical condition), disability, age, height, weight, military service or veteran status, marital status, familial status, genetic information, gender identity, sexual orientation, of any other reason prohibited by law.

This commitment and prohibition of unlawful discrimination and retaliation applies to all terms and conditions of employment, including advertising, recruiting, hiring, training, placement, transfer, promotion, termination, layoff and recall.

It is the policy and practice of Leelanau County to comply fully with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAAA) and the Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Leelanau County recognizes its obligation under the Michigan Disability Civil Rights Act. Further, Leelanau County hereby informs all employees that the Act requires that the employee notify the Employer within one hundred eighty-two (182) days of becoming aware of the need for an accommodation that the employee does need such an accommodation. This policy is neither exhaustive nor exclusive. Leelanau County will not discriminate against any employee or job applicant because of a person's physical or mental disability with respect to any

terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation, benefits and training.

Upon request, applications will be available in alternative, accessible formats, as will assistance in completing the application. Pre-employment inquiries will be made regarding only an applicant's ability to perform the duties of the position, not any disabling condition.

Physical examinations will be required only after conditional job offers are made.

Any individual who feels they have been subjected to prohibited discrimination may file a complaint as prescribed in the Employee Personnel Policy Manual 1.07 Section 23 Complaint Procedure.