

**RESOLUTION 17-2017**

**A Resolution to Amend the Madison County Personnel Policy and Procedures Handbook, Updated January 16, 2013**

WHEREAS, the Madison County Personnel Policy and Procedures Handbook provides for the County to furnish employees with guidelines set forth in policies and procedures, and,

NOW THEREFORE BE IT RESOLVED that it is the intention of the Madison County Board of Commissioners to amend the Madison County Personnel Policy and Procedures Handbook, updated January 16, 2013, to revise the Equal Employment Opportunity/Non-Discrimination statement.

At Madison County, we do not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex or political beliefs. Any applicant for employment or employee who believes that he or she has been subjected to discrimination based upon any of these factors should immediately contact our Human Resources Department at P O Box 278, Virginia City, MT 59755. You may also contact the Montana Human Rights Bureau and/or the federal Equal Employment Opportunity Commission. We will not retaliate for making or participating in a complaint of discrimination.

Madison County does not discriminate against any applicant or employee in hiring, firing, promotions, compensation, job assignments and other terms privileges or conditions of employment due to physical or mental disability.

Madison County provides reasonable accommodation to an otherwise qualified applicant or employee with a known disability that prevents the individual from participating in the application process, competing in the selection process, performing the essential functions of the job, and enjoying equal benefits and privileges of employment. Any otherwise qualified applicant for employment or employee with a disability who needs reasonable accommodation should advise our Human Resources Department and/or his or her immediate supervisor of the nature of the disability and the accommodation requested.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 25<sup>th</sup> DAY OF APRIL, 2017.

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JAMES P. HART, CHAIRMAN

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RONALD E. NYE

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DAN W. ALLHANDS

Attest \_\_\_\_\_  
Kathleen Mumme  
Clerk and Recorder