

JEFFERSON COUNTY GOVERNMENT  
**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

Date and Duration of EEOP: FY2018-2019 and FY2019-2020  
(July 1, 2018 - June 30, 2020)

Grantee: Jefferson County Commission  
124 E. Washington Street  
Charles Town, WV 25414

Contact Information: Michelle Gordon, Finance Director 304-724-8425  
Stephanie Grove, County Administrator 304-728-3284

**POLICY STATEMENT**

It is the policy and responsibility of the County Commission Office of Jefferson County, West Virginia to provide equal employment opportunity which will affect all employment practices including, but not limited to recruitment, hiring, transfer, promotion, training, compensation, benefits, layoffs and terminations without regard to gender, race, color, religious creed, national origin, ancestry, disability, sexual orientation, gender identification or expression, military service, political affiliation, veteran status, genetic information, age or any characteristic protected under state or federal law not specifically listed. This policy applies to civil service as well as non civil service personnel. The County bases employment decisions on objective standards so much as possible in the furtherance of equal employment opportunity. The Equal Employment Opportunity Plan (EEOP) is the method by which the County will ensure diversity through fair and equal opportunity and treatment to all employees and applicants for employment. The County is committed to maintaining a work environment that is free of illegal discriminatory behavior, including without limitation, harassment because of or about an individual's protected characteristics (discriminatory harassment). These statements commit the personnel of the Jefferson County Commission to work to promote and achieve equal employment opportunity and a work environment free of discrimination or discriminatory harassment within each specific department, and becomes a part of all Personnel Policies within the County.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

The Equal Employment Opportunity Plan (EEOP) is issued in compliance with Federal Guidelines prescribing that agencies acceptance of Federal financial assistance must complete an EEOP. This Plan follows the Seven-Step Guide published by the Office of Civil Rights (OCR), Office of Justice Programs, United States Department of Justice. The authority and responsibility for ensuring the County's compliance with the Equal Employment Opportunity Plan lies with the County Administrator. The EEOP will be implemented, monitored and revised by the County Administrator or the Finance Director. The County Administrator and Finance Director will annually review the EEOP with respect to progress toward goals, and revisions will be proposed to continue to meet specific goals. This EEOP's effective duration is July 1, 2018 through June 30, 2020 (FY2019 and FY2020).

Following is the federal grant information pertinent to this EEOP:

Grant Number: 16-VA-096  
VOCA GRANT PROGRAM  
Grant Period 10/01/2018 – 09/30/2019  
The project director is Debra Young and the fiscal officer the Finance Director.