



**RESOLUTION TITLE: TO APPROVE REVISIONS TO THE GASTON COUNTY PERSONNEL POLICY MANUAL RELATED TO THE DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT STATEMENT AND THE ETHICS POLICY**

WHEREAS, Gaston County believes it is important to have a Personnel Policy Manual for employees and supervisors to follow; and,

WHEREAS, it is prudent to review and revise the policy manual periodically to make sure it is understandable, consistent and up to date with current law, regulations and philosophy; and,

WHEREAS, the current personnel policy manual was approved effective July 1, 2010; and,

WHEREAS, the proposed revisions to the personnel policy are outlined in Exhibit A (attached); and,

WHEREAS, the Gaston County Board of Commissioners must adopt all changes to the Gaston County Personnel Policy Manual.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners adopts revisions to the Gaston County Personnel Policy to be effective November 1, 2024, as outlined in Exhibit A.

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	CBrown	CCloninger	AFraley	BHovis	KJohnson	TKeigher	RWorley	Vote
2024-369	10/22/2024	TK	KJ	AB	A	A	A	A	A	A	U


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EXHIBIT A



Diversity and Equal Employment Opportunity

Subject: Statement 

Effective Date: November 1, 2024

Policy Code Number: HR-5.1

County Manager Matt Rhoten

Responsible Department: Human Resources

***24.HR-5.1 Diversity and Equal Employment Opportunity Statement ***

Gaston County Government recognizes that its continued success in meeting the needs of its citizens requires the full and active participation of talented and committed individuals, regardless of their race, color, religion, sex (including pregnancy, actual or perceived gender identity, and actual or perceived sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. It is the policy of the County to foster, maintain, and promote equal employment opportunity. The County shall select employees based on applicants' qualifications without regard to race, color, religion, sex (including pregnancy, actual or perceived gender identity, and actual or perceived sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.. Discrimination based on age or sex is prohibited except where age or sex constitutes a bona fide occupational qualification necessary for job performance. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not present an unreasonable barrier to satisfactory performance of duties, or in which reasonable accommodations to their disabilities will remove such barriers. Consistent with these obligations, Gaston County Government also provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observations, and practices. Notices addressing equal employment matters shall be conspicuously posted in all county government buildings where notices are customarily posted.

This Policy shall be examined by the Gaston County Human Resources Department at least on an annual basis.



Subject: Definitions Subsection of Ethics Policy

Effective Date: November 1, 2024

Policy Code Number: HR-3.1.3

County Manager: Matt Rhoten

Responsible Department: Human Resources

*24.HR-3.1.3 Immediate Family*

A County employee's spouse, mother, father, guardian, child, sister, brother, grandparent, grandchild, and all combinations of half, step, in-law, adopted relationships, or someone who acts in one of these roles.



# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## Human Resources

### Board Action

File #: 24-524

Commissioner Johnson - Human Resources - To Approve Revisions to the Gaston County Personnel Policy Manual Related to the Diversity and Equal Opportunity Employment Statement and the Ethics Policy

#### STAFF CONTACT

Amia Massey - Human Resources - 704-866-3160

#### BUDGET IMPACT

N/A

#### BACKGROUND

The current Personnel Policy was approved by the Board of Commissioners on July 1, 2010. The manual is reviewed periodically and updated and revised as necessary. All changes to the policy must be approved by the Board of Commissioners. Upon approval of this request, the Personnel Policy will incorporate the revisions to the Diversity and Equal Opportunity Employment Statement and the Ethics Policy.

#### POLICY IMPACT

See attached for full details of proposed policies.

#### ATTACHMENTS

Resolution; Exhibit A

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