

## **SECTION 1 GENERAL PROVISION**

**1.1 SHORT TITLE** This document may be cited as the *Santa Fe County Human Resources Handbook*.

**1.2 APPLICABILITY** This *Human Resources Handbook* contains the terms of the employment relationship between Santa Fe County, New Mexico and its employees. The terms of this *Handbook* apply to all employment classifications, except Elected Officials, unless otherwise specified. A provision of a collective bargaining agreement that contradicts a provision in this *Human Resources Handbook* shall supersede the specific provision in this Handbook only to the extent that the collective bargaining agreement is contradictory. A department may establish written policies or operating procedures that are applicable only to the department. If there is a conflict between a department-specific procedure and this *Human Resources Handbook*, this *Handbook* shall supersede the department- specific procedure.

**1.3 EQUAL EMPLOYMENT OPPORTUNITY** It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, or political affiliation. In addition, the County endeavors to comply with state and federal law pertaining to equal opportunity. Through the procurement process, the County also endeavors to encourage those who do business with the County to practice equal employment opportunity. Any and all violations of the Equal Employment Opportunity policy must be immediately brought to the attention of the Human Resources Director.

