

Stark County Board of Developmental Disabilities

Policy 4.17 Equal Opportunity and Affirmative Action Policy Statement	Effective: 2/24/15
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EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

POLICY

It is the policy of the Stark County Board of Developmental Disabilities to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to age, ancestry, color, disability, family medical history or genetic information, gender identity or expression, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status is illegal.

Stark County Board of Developmental Disabilities managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and all business locations. Any employees that deliberately violate this policy will be subject to disciplinary action, including termination from employment.

Any individual, agency or other service provider entering into a contract with the Stark County Board of Developmental Disabilities shall act in a nondiscriminatory manner both as an employer and as a service provider and shall act without regard to age, ancestry, color, disability, family medical history or genetic information, gender identity or expression, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status of all employees or program beneficiaries. Failure to do so may result in termination of the contract.

The Superintendent will develop procedures for this policy.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Applies to:</td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> </tr> <tr> <td>All employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3">(1) <u>See Current Bargaining Agreement</u></td> </tr> </table>	Applies to:	Yes	No	All employees	X		Non Represented			SCEPTA			SCDD SSA			(1) <u>See Current Bargaining Agreement</u>			<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Historical Resolution Information</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Date</th> <th style="text-align: left; padding: 5px;">Resolution Number</th> </tr> <tr> <td style="padding: 5px;">01/20/12</td> <td style="padding: 5px;">01-09-12</td> </tr> <tr> <td style="padding: 5px;">05/18/13</td> <td style="padding: 5px;">05-40-13</td> </tr> <tr> <td style="padding: 5px;">01/24/15</td> <td style="padding: 5px;">01-07-15</td> </tr> </table>	Historical Resolution Information		Date	Resolution Number	01/20/12	01-09-12	05/18/13	05-40-13	01/24/15	01-07-15
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Superintendent's Signature <u>Bill Green</u>	Reviewer(s): Superintendent Director of Human Resources																												

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EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

PROCEDURE

1. The Board ensures that all applicants for employment, employees, and contractors will be afforded equal opportunities for appointment, promotion, training, and recognition without regard to age, ancestry, color, disability, family medical history or genetic information, gender identity or expression, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.
2. Recruitment shall be conducted throughout the community using a variety of media, including notifications and advertising with organizations serving minority populations.
3. No employee or person served may be denied his or her Civil Rights as guaranteed by federal and applicable state legislation including the Civil Rights Act of 1964 with amendments, Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and Amendments (2009), and Genetic Information Antidiscrimination Act of 2008.
4. Any violations by an employee of this equal employment opportunity/affirmative action policy may be cause for disciplinary action up to and including removal from employment.
5. A person who believes Stark County Board of Developmental Disabilities has discriminated against them may file a discrimination complaint with Human Resources within thirty (30) days of the date of the matter. Late reporting of complaints will not, in and of itself, preclude the County or Board from taking remedial action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to report complaints in an expedient manner following the incident. The Board will extend the time limits of this section for sufficient reasons.
6. All complaints must be in writing (the EEO Officer may assist the complainant if needed) and should include, but not be limited to the following:
 - a. The name, address, and telephone number of the complainant.
 - b. The name of the person or persons committing the alleged discrimination.
 - c. Date of the alleged discrimination.
 - d. A description of the acts considered to be discriminatory.

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- e. Any other pertinent information which will assist in the investigation and resolution of the complaint.
 - f. The signature of the person or persons that filed the complaint.
 - g. Date the complaint was filed.
7. At any stage in the presentation of a complaint, the complainant shall have the right to be accompanied, represented, and advised by a representative of his or her own choosing.
 8. Retaliation is prohibited against and will not be tolerated towards any person filing a complaint of harassment or discrimination.
 9. False claims will be considered a violation of agency policy. Anyone found to have made a false claim may be subject to discipline up to and including termination.

The Designated EEO Representative has full authority to manage issues involving employment discrimination. The point of contact to file allegations of discrimination is:

Karen Evans, EEO Officer

2950 Whipple Avenue NW

Canton, OH 44646

Phone Number: 330-479-3916

evansk@starkdd.org