

Affirmative Action Program

The purpose of the Affirmative Action Program is to provide an acceptable plan to promise equal opportunity in employment and personnel policies and practices. This program is not to impose numerical minimums or standards, however, adopting this program demonstrates a good faith effort by the Erie County Board of Developmental Disabilities (Board) to improve equal access to Board employment for all citizens of the County.

The Superintendent is authorized to establish and revise as needed the procedures to be utilized in the implementation of this program.

Board Approval: 11/18/2010
Implemented: 11/19/2010

CROSS REFERENCE
Equal Employment Opportunity
Procedures: Affirmative Action Program

PROCEDURE: AFFIRMATIVE ACTION PROGRAM

Equal Employment Opportunity (EEO) Recruitment Strategies

The Board will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to be employed by the Board. The Erie County Human Resources Department will advertise positions in media outlets that will provide information and access to the underserved populations.

EEO Selection Strategies

The Board will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Perspective employees will not be excluded from the hiring process due protected class status.

EEO Placement/Orientation

The Board will provide newly hired employees with basic employment information during the first couple weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures, and EEO are a few of the topics, which are covered. Employees will not be denied fringe benefits and or opportunities for promotion based on protected class status.

EEO Performance Evaluation

The Board will evaluate the performance of their employees on an annual basis. The process shall provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard protected class status.

EEO Training Strategies

The Board will attempt to diversify the workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

EEO Discipline Strategies

The Board will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. The Board will not mistreat or unfairly discipline an employee based on protected class status.

EEO Separation Strategies/Exit Interviews

The Board will conduct exit interviews as a problem-solving tool in an attempt to reveal the reasons for employee turnover. Exit interviews can provide the organization with information about how to correct the causes of discontent and reduce the costly problem of employee turnover. Such interviews will not be utilized in cases of non- renewals or terminations for cause.

EEO Monitoring Strategies

The Board will ensure managers and supervisors understand this plan and hold managers and supervisors accountable for the effectiveness of this plan.

Minority Business Enterprise Solicitation Strategies

The Board will make a good faith effort to solicit business from certified minority owned businesses (MBE).

For purposes of this procedure, protected class status is defined as race, color, national origin, religion, gender, disability, ancestry, age, marital status, political affiliation, military status and veteran status or other protected criteria as defined by, but not limited to, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964 the Age Discrimination Act of 1967, or the Ohio Fair Employment Practices Act.



Superintendent Approval

11/19/10

Date