

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.01 FAIR EMPLOYMENT STANDARDS

I. Equal Employment Opportunity (EEO)

- A. The Board is an equal employment opportunity (EEO) employer and accordingly complies with Title VII of the Civil Rights Act, Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act (GINA), Ohio Fair Employment Practices, and other applicable employment laws and regulations.
- B. In accordance with the spirit and intent of these laws, and the Board's philosophy of nondiscrimination, all personnel decisions are made based solely upon merit, fitness and other *bona fide* occupational qualifications, and without regard to an individual's race, color, religion, gender, national origin, age, veteran's status, qualified mental or physical disability [except to the extent that physical ability to perform the job is a bona fide occupational qualification], political affiliation, parental status or genetic information.
- C. Genetic information includes information regarding genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. The Board will not discriminate in any aspect of employment including, but not limited to:
 - 1. Benefits and compensation
 - 2. Disciplinary actions & discharges
 - 3. Layoff and Recall
 - 4. Performance Reviews
 - 5. Promotions & Transfers
 - 6. Recruitment & Selection
 - 7. Social and Recreational Programs
 - 8. Testing
 - 9. Training and Development
 - 10. Work Assignments

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- D. The Board maintains an affirmative action plan in accordance with ORC Section 5126.07, and which describes the status, goals and strategies for providing equal employment opportunities for all applicants and employees. A copy of the affirmative action plan is kept by the Fiscal Office.
- E. In accordance with its nondiscrimination philosophy, the Board will not discriminate against any person intending to become a citizen, insofar as that person has completed a declaration stating that he intends to declare US citizenship within six (6) months of eligibility for naturalization as required by the Immigration Reform and Control Act and amendments.
- F. The Board will provide reasonable accommodations to otherwise qualified applicants and for employees with ADA disabilities for which the Superintendent is made aware, and which does not create an undue hardship on the Board. If an employee [or applicant] seeks an accommodation, that person shall so notify the ADA Coordinator [the Director of Finance] who, in conjunction with the Superintendent, shall consider the nature of the disability and determine an appropriate reasonable accommodation, if any.
- G. The Superintendent and each Director maintain ultimate responsibility for ensuring that actions of the Board are consistent with this equal employment opportunity policy, and all applicable laws and regulations. Likewise, each employee has personal responsibility for following the spirit and intent of these policies, and for conducting himself in accordance with the Board's philosophy of nondiscrimination.
- H. Any individual, agency, company, or service provider who enters into a contract with the Board is required to conduct its business and operations in accordance with all applicable equal employment laws and regulations, and to provide its services in a nondiscriminatory manner without regard to the recipient's race, color, religion, gender, age, physical or mental disability, veteran's status, political affiliation, parental status or genetic information. Failure to do so will result in termination of the contract between the Board and the contracted provider. The provisions of this policy of nondiscrimination shall be made a part of all contracts that are entered into by and between the Board and other individual, agency, company or service provider.

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II. Equal Employment Opportunity Complaints

If an employee or applicant feels that he has been discriminated against contrary to the intent of this equal employment opportunity policy, that person may seek consideration through the EEO Complaint Procedure. If a Director or other employee is found after an investigation to have engaged in any unlawful discrimination or policy infraction, such person shall be subject to appropriate disciplinary action, up to and including discharge from employment.