

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Erie County Board of Developmental Disabilities (Board) is an Equal Opportunity Employer. All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, and otherwise dealt with in a fair and equitable manner based upon merit, fitness and such qualifications as each individual might possess. No personnel decisions shall be based upon protected class status as defined by Federal or State law.

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

Board Approval: 2004  
Revised: 12/17/2009, 11/18/2010  
CROSS REFERENCE  
Civil Rights Policy  
Procedures: Equal Employment Opportunity

## PROCEDURE: EQUAL EMPLOYMENT OPPORTUNITY

The Superintendent (or designee) shall be responsible for formulating, implementing, coordinating and monitoring all efforts in the area of equal employment opportunity. Supervisors shall also maintain responsibility for their actions in regard to providing equal opportunity to each employee or applicant.

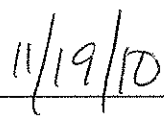
Any employee or applicant who feels that he/she has been the victim of discrimination may contact the Board's administrative offices to obtain information concerning complaint procedures.

Employees can issue concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The Board shall make reasonable accommodation to known physical or mental limitation of any otherwise qualified disabled applicant or employee. Upon a request for an accommodation, the board or its agent shall enter into a dialogue to determine what accommodation is required. It is the Board's determination as to the type and method of accommodation. Accommodation may be denied if it can be demonstrated that such accommodation would impose an undue hardship on the operation of the program.

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.

  
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Superintendent Approval

  
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Date