



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	EEO and Affirmative Action Policy
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	05/22/2017
LATEST EFFECTIVE DATE:	05/22/2017
REVIEW FREQUENCY:	5 Years
BOARD APPROVAL DATE:	05/22/2017
REFERENCE NUMBER:	800-040

**A. PURPOSE**

The purpose of this policy is to affirm the department’s equal employment opportunity and affirmative action plan.

**B. POLICY**

It is the policy of the Canton City Health Department (CCHD) to ensure equal employment opportunity (EEO) in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex, national origin, disability, age (40 years old or more), military status or veteran status is illegal.

CCHD 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 will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe the CCHD has discriminated against them may file a discrimination complaint with the department’s EEO representative. The EEO Representative has full authority to manage issues involving employment discrimination

**C. BACKGROUND**

N/A.

**D. GLOSSARY OF TERMS**

N/A.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

**EEO Recruitment Strategies:** The CCHD will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to become competitive in department contracting opportunities. CCHD will advertise positions in media outlets that will provide information and access to the underserved populations.

**EEO Selection Strategies:** CCHD will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Prospective employees will not be excluded from the hiring process due to race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.



**EEO Placement/Orientation:** CCHD will provide newly hired employees with basic employment information during the first ten days on the job. New employee position descriptions, fringe benefits information, policies, procedures and EEO are a few of the topics which will be covered. Employees will not be denied fringe benefits and/or opportunities for promotion based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

**EEO Performance Evaluation:** CCHD will evaluate the performance of their employees on an annual basis. It will 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 to race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

**EEO Training Strategies:** CCHD will attempt to diversify 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:** CCHD 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 employer will not mistreat or unfairly discipline an employee based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

**EEO Separation Strategies/Exit Interviews:** CCHD will conduct exit interviews as a problem-solving tool in an attempt to reveal issues with 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.

**EEO Monitoring Strategies:** CCHD will ensure Human Resources managers and supervisors understand this plan and hold managers and supervisors accountable for the effective use of this plan.

**Minority Business Enterprise Solicitation Strategies:** CCHD will make a good faith effort to solicit business from certified minority owned businesses (MBE). CCHD will utilize the State of Ohio, Equal Opportunity Division's webpage to access certified MBEs. <http://das.ohio.gov/Eod/MBESearch/index.asp>

#### **Complaints:**

Point of contact to file allegations of discrimination:  
City of Canton EEOC Officer: Samuel Sliman  
Location: City Hall, 218 Cleveland Ave., SW, Canton, OH  
Phone Number: 330-438-4294  
Email Address: samuel.sliman@cantonohio.gov

#### **F. CITATIONS & REFERENCES**

State of Ohio, Affirmative Action Verification Program:  
<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>

#### **G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:



**Public Health**  
Prevent. Promote. Protect.

Canton City Health District

Canton City Health District  
Administration  
Final

1. James Adams, Health Commissioner

#### H. APPENDICIES & ATTACHMENTS

N/A

#### I. REFERENCE FORMS

N/A.

#### J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

#### K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.