



## Center for Developmentally Disabled Equal Employment Opportunity (EEO) Plan

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### Section 1 – Purpose

Center for Developmentally Disabled (CDD) is committed to providing equal employment opportunities to all applicants and employees. Accordingly, CDD judges' applicants and employees on individual merit and qualifications, without regard to race, color, religion, sex, national origin, age, pregnancy, disability, veteran or disabled veteran status, genetic information, sexual orientation or gender identity or any other protected classes. The only exceptions are based on bona fide occupational qualifications.

The purpose of this Plan is to identify CDD's commitment and outline certain practices that will confirm that commitment and to comply with requirements such as Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964.

This Plan supersedes any previous Equal Employment Opportunity (EEO) Plans. This Plan applies to every employee of CDD.

### Section 2 – Prohibitions

Employees must not, in their official capacity, discriminate in employment practices against any person because of the person's race, color, religion, sex, national origin, age, pregnancy, disability, veteran or disabled veteran status, genetic information, sexual orientation or gender identity or any other protected classes. "Employment practices" as used in this Plan means all terms and conditions of employment, including, but not limited to, recruiting, advertising, screening, classification, selection, appointment, hiring, assignment, transfer, promotion, demotion, discipline, layoff, termination, leave practices, rates of pay, fringe benefits, or other forms of pay or credit for services rendered, and access to and use of CDD facilities. In addition, discrimination on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, veteran or disabled veteran status, genetic information, sexual orientation, gender identity or any other protected classes for programs and activities receiving Federal financial assistance is also prohibited.

Any intentional or unintentional conduct of discrimination that is based on race, color, religion, sex, national origin, age, pregnancy, disability, veteran or disabled veteran status, genetic information, sexual orientation, gender identity or any other protected classes will not be tolerated and will result in disciplinary action up to and including termination. Retaliation against persons alleging discrimination and persons involved in the act or investigation process is also prohibited. Except as required by law, all employment is "at-will" and employees have no job tenure; accordingly, CDD may terminate them at any time.

## Section 3 – Evaluation by CDD Human Resource Department

CDD Human Resources evaluates employment opportunities under this Plan and in so doing:

1. Identifies and analyzes any problem areas inherent in the utilization or participation of all qualified persons in employment phases (recruitment, selection, and promotion), since identification and analysis are necessary prerequisites to the successful development and implementation of this Plan.
2. Analyzes and identifies problem areas separately for recruitment, selection, and promotion of minorities and women. All racial or ethnic data collected to perform evaluations under this Plan is cross-classified by sex.
3. Analyzes present representation of minority persons, including women, in the eight job categories identified by the Equal Employment Opportunity Commission.
4. Analyzes recruitment and employment selection procedures, such as job descriptions, application forms, recruitment methods and sources, interview procedures, test administration and test validity, education requirements, referral procedures, and final selection methods to ensure that equal opportunity is being afforded in all job categories.
5. Analyzes seniority practices, promotion procedures, lateral and vertical transfer procedures, and formal and informal training programs to ensure that equal opportunity is being afforded to all qualified individuals.
6. Maintains a job classification record clearly indicating each job classification or assignment and the number of employees within each respective job category by race, sex, and national origin (for example, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native); and maintains a record of job descriptions (describing essential job functions or duties) and the rate of pay for each classification. Where the rate of pay is based on length of time in the job or other factors (including abilities), notes the maximum rate of pay for each.
7. Maintains statistical records of the number of individuals by race/color, sex, and national origin (if available) applying for employment through CDD within the preceding fiscal year and the number by race, sex, and national origin (if available) of the applicants who were offered employment and those who were actually hired.
8. Obtains statistical data from other reliable entity regarding the characteristics of the pertinent labor markets within this statistical area, including total population, total workforce, and existing unemployment by race/color, sex, and national origin.
9. Conducts an ongoing evaluation program to ascertain whether recruitment, selection, or promotional policies cause a disparate impact on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity and any other protected classes.

## Section 4 – Enforcement

In addition to other duties, the Director of Human Resources (the "Director") administers and enforces this Plan by:

1. Disseminating this Plan to all Management Staff making it available to all applicants and the general public.
2. Ensuring that this Plan is available on the internet web page to all employees for viewing and printing.
3. Including the EEO statement and policy in the CDD Personnel Handbook of Policies and Procedures
4. Completing necessary evaluations and making recommendations to the CEO and Senior Management Team Members on any changes that are needed in the personnel policies. Where changes are recommended, the Director shall set forth in written detail the specific steps that should be taken to achieve equal employment opportunity. As an example, if through evaluation, it is determined that certain selection practices and procedures (i.e. minimum educational levels) are not reasonably related to the performance of the essential functions of a specific job or position and those said practices may cause a disparate impact on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected classes, then the Director recommends that the practice or procedure be changed.
5. Presenting the EEO statement and policy as part of New Hire Orientation.
6. Coordinating the presentation of grievances. People who believe they have been adversely affected by any act or practice prohibited by this Plan may file a grievance. Employees must file a grievance in accordance with CDD policy.
7. Ensuring that this Plan is available on the internet to all applicants, persons of interest, vendors, and the general public for viewing and printing.
8. Including the EEO statement on written job announcements, applications, and postings for open job opportunities.
9. Instituting a program for attracting minorities through the dissemination of job postings, use of advertising media patronized by minorities, use of minority group contacts and community relations programs. However, nothing in this Plan is operated in a manner that excludes any person or group from equal employment opportunity and the program tries at all times to disseminate information to all persons or groups in the community - minorities, majorities, men and women alike.
10. Ensuring that this Plan is readily available to any interested party via hard copy in the Human Resource department.