



[My account \(/user\)](#) [Log out \(/user/logout\)](#)



1.6 Equal Opportunity and Affirmative Action Policies

I. Background Information

It is the policy of the Ohio School Boards Association to ensure equal employment opportunity 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 (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

II. Policy

The purpose of the Ohio School Boards Association's (OSBA's) Affirmative Action plan is to provide an acceptable program which addresses employment and the effective utilization of economically disadvantaged persons. This program is not to impose numerical minimums or standards; however, adopting this program demonstrates a good faith effort.

EEO Recruitment Strategies

OSBA will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons. OSBA will advertise positions in media outlets that will provide information and access to underserved populations.

EEO Selection Strategies

OSBA 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 (including sexual harassment), national origin, disability, age (40 years old or more), military status, and veteran status.

EEO Placement/Orientation

OSBA will provide newly hired employees with basic employment information and a structured orientation process starting the first week on the job and continuing for one or more weeks. New employee position descriptions, fringe benefits information, policies, procedures, and EEO policy are a few of the topics that 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

OSBA will evaluate the performance of its employees on an annual basis. It should 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

OSBA will attempt to diversify its workforce by utilizing internship programs with diverse participants. Internship programs, and the training provided as part of these programs, can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

EEO Discipline Strategies

OSBA will set clear disciplinary standards and enforce consequences for non-compliance with this policy. 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

OSBA will conduct exit interviews as a problem-solving tool in an attempt to reveal the causes of 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

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

Minority Business Enterprises Solicitation Strategies

OSBA will make a good faith effort to solicit business from certified minority owned businesses (MBE). OSBA will utilize the State of Ohio, Equal Opportunity Division's webpage to access certified MBEs. <https://eodreporting.oit.ohio.gov/searchMBE.aspx> (<https://eodreporting.oit.ohio.gov/searchMBE.aspx>)

III. Compliance

Ohio School Boards Association 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 business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe Ohio School Boards Association has discriminated against them may file a discrimination complaint with Allison Morris. Allison Morris has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Ohio School Boards Association EEO Representative: Allison Morris

Location: 8050 N. High Street, Suite 100 Columbus OH 43235

Phone number: 614-540-4000

EEO Officers E-mail address: amorris@ohioschoolboards.org (mailto:amorris@ohioschoolboards.org)

All complaints will be thoroughly investigated. If the investigation confirms that unlawful discrimination has occurred, prompt and appropriate corrective action will be taken. Staff members will not be disciplined or subject to retaliatory action for reporting any complaint that is made in good faith. If a complaint concerns sexual harassment, it may be reported to OSBA's sexual harassment grievance officer. Refer to policies 1.7 and 1.8 for OSBA's sexual harassment policy and reporting procedures.

9/18

Search FileMaker ?

Copyright © 2019 Ohio School Boards Association. All rights reserved