

STATE OF OHIO 2015 - 2017 AFFIRMATIVE ACTION PLAN

INSTRUCTIONS AND FORMAT GUIDE

2015-2017 Affirmative Action Plan

Instructions and Format Guide

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I. INTRODUCTION

Every three years, state agencies¹ are required to submit an Affirmative Action Plan to the State Equal Employment Opportunity (EEO) Coordinator in the Equal Opportunity Division (EOD) of the Ohio Department of Administrative Services. An Affirmative Action Plan (formerly known as the EEO Strategic Plan) is a written document detailing a set of specific, result-oriented procedures designed to promote equal employment opportunities for all state employees and candidates for state employment (OAC 123:1-49-04(B)).

All agency Affirmative Action Plans are due to the State EEO Coordinator by the end of business on **Friday, Dec. 5, 2014**. An electronic copy of each agency's Affirmative Action Plan shall be submitted to Felicia Godbolt, EEO Program Manager, at felicia.godbolt@das.ohio.gov. A hard copy shall be sent to Felicia Godbolt at Department of Administrative Services, Equal Opportunity Division, 4200 Surface Rd., Columbus, Ohio 43228.

EOD will review each agency's Affirmative Action Plan during the month of December and contact an agency if any issues are identified. Once approved by the State EEO Coordinator, Affirmative Action Plans shall be effective **Jan. 1, 2015 through Dec. 31, 2017**.

Your agency will be asked to prepare the Affirmative Action Plan in the format prescribed by the State EEO Coordinator. The Instructions and Format Guide will walk you through how to prepare and submit the 2015-2017 Affirmative Action Plan.

Each agency's Affirmative Action Plan shall be required to include the following information:

1. An overview of the agency organization, including line of authority between agency director and equal opportunity personnel
2. Copies of Agency's Equal Employment Opportunity and Affirmative Action policies, procedures, and responsibilities
3. Agency's affirmative action utilization analysis results and identified improvement goals

EOD will provide guidance, job aids and resources on improvement goal-setting, and additional information on future annual updates to an agency's Affirmative Action Plan. Links to the applicable state and federal laws, administrative rules, and executive orders can be found on EOD's website at:

<http://das.ohio.gov/eod/aaeeo>

¹ "State agency" means each state agency, board, or commission. (OAC 123:1-49-01(C))

II. INSTRUCTIONS TO COMPLETE THE AFFIRMATIVE ACTION PLAN

a. AGENCY OFFICIALS RESPONSIBLE FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The head of each agency is required to establish an agency equal employment opportunity program which shall include an Affirmative Action Plan (OAC 123:1-49-03(A)). Ultimate responsibility for the agency's equal employment opportunity program rests with the agency head. An agency's Affirmative Action Plan must contain contact information about the agency's officials responsible for the equal employment opportunity program, including name, title, address, telephone numbers and e-mail address. This information shall be in the format below:

Agency Head	Agency Human Resources Director
Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Agency EEO Officer	ADA Program Representative
Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Link to agency website:

b. AGENCY OVERVIEW

An agency's Affirmative Action Plan must contain an overview of the agency. An example of an agency overview is included below:

The Ohio Department of Administrative Services (DAS) provides quality services, specialized support and innovative solutions for the effective operation of state government. Because we are a customer service organization, DAS team members continually look for ways to improve our work processes and final products. We listen earnestly to customers and empower team members to make a positive difference.

The Equal Opportunity Division's mission is to advocate and assist on behalf of Ohio's minority and socially disadvantaged businesses and work to align those businesses with state government contract and procurement opportunities. The division also oversees and monitors state agency actions pertaining to the fair treatment and equal employment opportunities for state employees and applicants for state employment. Further, EOD objectives and goals are to increase the utilization of certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) businesses, increase the utilization of MBE and EDGE businesses and ensure that all state contractors are complying with EEO/construction compliance regulations, and that all state agencies are adhering to the state's affirmative action mandates for contracting and employment.

The Human Resources Division performs a variety of functions including overall administration of the state's human resources operations for state employees. This division provides services and information to state employees and assists state agencies in conducting their human resource functions. Services are offered in the areas of policy development, payroll administration, benefits administration, classification and compensation, drug testing, central recruiting, training and development, workforce planning and records maintenance.

The Office of Collective Bargaining performs a variety of services in conjunction with labor contract negotiation and administration and serves as the principle representative of the State as an employer and negotiates all of the State's labor contracts. The Deputy Director is primarily responsible for developing and directing the State's labor relations policy and is the State's chief negotiator and works closely with all levels of management, as well as union personnel, to create and establish labor contracts that not only give management the tools necessary to run our government efficiently, but also meet the needs of workforce.

The General Services Division performs a variety of functions including procurement, fleet management, insurance, printing, mail services, real estate and planning services, asset management, facilities management, security services and surplus property services.

The Office of Information Technology (OIT) delivers statewide information technology and telecommunication services to state government agencies, boards and commissions as well as policy and standards development, lifecycle investment planning and privacy and security management. Seven specialized OIT sections carry out these responsibilities according to the division's mission, vision, goals and principles. Investment and Governance assists state agencies by providing IT policies, standards, bulletins and procedures; IT strategy and investment management; contract management; research; and project support and business services.

c. AGENCY EEO FLOW CHART

An agency's Affirmative Action Plan must contain a flow chart showing the relationship between the agency director and the EEO Officer. An example of an agency EEO flow chart is included below and, at a minimum, shall include:

- Name of the agency and any applicable division
- The individual's name and job title and classification

<p style="text-align: center;">AGENCY DIRECTOR Name Job Title Classification</p>

<p style="text-align: center;">AGENCY ASSISTANT DIRECTOR Name Job Title Classification</p>

<p style="text-align: center;">AGENCY HUMAN RESOURCE ADMINSTRATOR Name Job Title Classification</p>
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<p style="text-align: center;">AGENCY EEO OFFICER Name Job Title Classification</p>
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d. EEO OFFICER RESPONSIBILITIES

An agency's Affirmative Action Plan must contain information about the role and responsibilities of the agency EEO Officer (OAC 123:1-49-03(A)). An example of an EEO Officer's responsibilities is included below:

The [Title of EEO Officer] is responsible for designing and ensuring effective implementation of (Agency)'s EEO program. These responsibilities include:

1. Advise the [agency director] with respect to the preparation of EEO programs, procedures, rules, reports, and the agency's Affirmative Action Plan.
2. Evaluate from time to time the sufficiency of the total agency EEO program and reporting thereon to the [agency director] with recommendations as to any improvement or correction needed.
3. Make changes in EEO programs and procedures designed to eliminate discriminatory practices when so authorized by the [agency director].
4. Evaluate tests, employment policies, practices and qualifications and reporting to the [agency director] and to the state equal employment opportunity coordinator any such policies, practices and qualifications which have a disparate impact on minorities and women.
5. Provide for counseling of any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, or national origin (ancestry), military status (past, present or future), disability, age (40 years of age or older), genetic information, or sexual orientation.
6. Provide for receipt and investigation of individual complaints of discrimination in personnel matters within the agency, and for attempting to resolve the complaint raised by the employee or candidate in a complaint of discrimination.
7. Furnish any information required by the state equal employment opportunity coordinator, including but not limited to, monthly reports on all complaints pending within the agency, including those filed with the Ohio Civil Rights Commission and the U.S. Equal Employment Opportunity Commission.
8. Develop the Affirmative Action Plan, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions; Review all personnel actions, policies, and procedures to ensure compliance with (Agency) affirmative action obligations.
9. Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur.

e. AGENCY EEO-RELATED POLICIES

An agency's Affirmative Action Plan must contain current copies of the following EEO related policies:

- 1.) Anti-Discrimination/Anti-Harassment Policy (i.e., EEO Policy)
- 2.) Sexual Harassment Policy (if not included in EEO Policy)
- 3.) American with Disabilities (ADA) Act Policy

Examples of each of these polices are included as attachments to this guide.

f. AGENCY WORKFORCE COMPOSITION REPORT

An agency's Affirmative Action Plan must contain a snapshot of the agency-wide EEO Workforce Composition Report for the pay period ending Sept. 21, 2013 through Sept. 20, 2014.

An agency should work to identify the race of any employee counted in the "Unknown" category for race/ethnicity. For an employee where the race is listed as "Unknown," the EEO Officer should confirm whether the employee has self-identified and the correct primary flag is checked. If the employee has not self-identified, the agency may acquire the race/ethnic information necessary for its Workforce Composition Report either by visual surveys of its work force, or from post-employment records as to the race/ethnicity identity of the employee. DAS does not encourage direct inquiry as a method of determining racial or ethnic identity. If a visual survey is required, it is recommended that such surveys be conducted for the agency by persons such as supervisors who are responsible for the work of the employee or to whom the employee reports for instruction or otherwise.

The concept of race as used by the U.S. Equal Employment Opportunity Commission (EEOC) does not denote clear-cut scientific definitions of anthropological origins. For the purposes of the Workforce Composition Report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black".

For the purposes of the Workforce Composition Report, the following race/ethnic categories will be used:

- a. White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Below is an example of an agency Workforce Composition Report:

Page: 1 of 15
Run Date: 09/03/14
Run Time: 12:09:35

Workforce Composition Report

Report ID: OHPER031
From Date: 22-AUG-2014
Thru Date: 22-AUG-2014

All of DAS

	Total by Sex					Total by Race					Total Males by Race					Total Females by Race							
	Total	Male	Female	Unk		White	Black	Hispa	AmInd	Asian	Unk	White	Black	Hispa	AmInd	Asian	Unk	White	Black	Hispa	AmInd	Asian	Unk
Off and Admin	99	56	43	0	84	10	1	2	2	0	51	2	0	2	1	0	33	8	1	0	1	0	0
Percentage	100.0%	56.6%	43.4%	0.0%	84.9%	10.1%	1.0%	2.0%	2.0%	0.0%	51.5%	2.0%	0.0%	2.0%	1.0%	0.0%	33.3%	8.1%	1.0%	0.0%	1.0%	0.0%	
Average Salary	42.97	47.05	37.67	0.00	43.41	40.16	32.32	33.75	53.22	0.00	47.49	45.57	0.00	33.75	53.84	0.00	37.10	38.81	32.32	0.00	52.59	0.00	
Professionals	340	164	176	0	235	76	5	1	13	6	120	25	4	0	9	6	115	51	1	1	6	2	
Percentage	100.0%	48.2%	51.8%	0.0%	69.1%	22.4%	1.5%	0.3%	4.4%	2.4%	35.3%	7.4%	1.2%	0.0%	2.7%	1.8%	33.8%	15.0%	0.3%	0.3%	1.8%	0.6%	
Average Salary	34.71	37.07	32.51	0.00	36.11	30.07	32.40	25.16	44.15	22.82	38.89	30.58	29.68	0.00	43.22	23.53	33.20	29.83	43.29	25.16	45.56	20.70	
Technicians	142	104	38	0	103	29	2	1	7	0	81	18	0	1	4	0	22	11	2	0	3	0	
Percentage	100.0%	73.2%	26.8%	0.0%	72.5%	20.4%	1.4%	0.7%	4.9%	0.0%	57.0%	12.7%	0.0%	0.7%	2.8%	0.0%	15.5%	7.8%	1.4%	0.0%	2.1%	0.0%	
Average Salary	35.70	35.87	35.23	0.00	35.94	35.00	29.08	35.94	36.89	0.00	36.30	33.08	0.00	35.94	39.68	0.00	34.62	38.13	29.08	0.00	33.19	0.00	
Protect Svc	21	17	4	0	14	6	0	0	0	0	12	4	0	0	0	0	2	2	0	0	0	0	
Percentage	100.0%	81.0%	19.1%	0.0%	66.7%	28.6%	0.0%	0.0%	0.0%	0.0%	4.8%	19.1%	0.0%	0.0%	0.0%	0.0%	4.8%	9.5%	0.0%	0.0%	0.0%	0.0%	
Average Salary	16.82	16.87	16.61	0.00	17.05	16.64	0.00	0.00	14.53	17.08	16.80	0.00	0.00	0.00	0.00	0.00	14.53	16.89	16.33	0.00	0.00	0.00	
Paraprofess	14	7	7	0	10	3	0	0	1	5	2	0	0	0	0	0	5	1	0	0	0	1	
Percentage	100.0%	50.0%	50.0%	0.0%	71.4%	21.4%	0.0%	0.0%	0.0%	7.1%	35.7%	14.3%	0.0%	0.0%	0.0%	0.0%	35.7%	7.1%	0.0%	0.0%	0.0%	7.1%	
Average Salary	15.04	13.61	16.47	0.00	14.61	16.92	0.00	0.00	13.62	13.36	14.22	0.00	0.00	0.00	0.00	0.00	15.87	22.32	0.00	0.00	0.00	13.62	
Off/Clerical	121	61	60	0	71	42	1	0	6	1	40	17	1	0	3	0	31	25	0	0	3	1	
Percentage	100.0%	50.4%	49.6%	0.0%	58.7%	34.7%	0.8%	0.0%	5.0%	0.8%	33.1%	14.1%	0.8%	0.0%	2.5%	0.0%	25.6%	20.7%	0.0%	0.0%	2.5%	0.8%	
Average Salary	22.16	22.66	21.65	0.00	22.53	21.32	18.58	0.00	23.74	25.40	23.33	20.79	18.58	0.00	25.62	0.00	21.50	21.67	0.00	0.00	21.87	25.40	
Skilled Craft	17	16	1	0	15	2	0	0	0	0	14	2	0	0	0	0	1	0	0	0	0	0	
Percentage	100.0%	94.1%	5.9%	0.0%	88.2%	11.8%	0.0%	0.0%	0.0%	0.0%	82.4%	11.8%	0.0%	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	0.0%	0.0%	0.0%	
Average Salary	21.04	21.12	19.88	0.00	21.18	20.04	0.00	0.00	0.00	0.00	21.27	20.04	0.00	0.00	0.00	0.00	19.88	0.00	0.00	0.00	0.00	0.00	
Svc/Maint	33	29	4	0	24	7	1	0	0	1	22	5	1	0	0	1	2	2	0	0	0	0	
Percentage	100.0%	87.9%	12.1%	0.0%	72.7%	21.2%	3.0%	0.0%	3.0%	3.0%	66.7%	15.2%	3.0%	0.0%	0.0%	3.0%	6.1%	6.1%	0.0%	0.0%	0.0%	0.0%	
Average Salary	18.59	18.66	18.12	0.00	18.86	18.19	16.85	0.00	0.00	16.78	19.14	17.26	16.85	0.00	0.00	0.00	16.78	15.70	20.53	0.00	0.00	0.00	
All Job Categories	787	454	333	0	556	175	10	4	30	12	345	75	6	3	17	8	211	100	4	1	13	4	
Percentage	100.0%	57.7%	42.3%	0.0%	70.6%	22.2%	1.3%	0.5%	3.8%	1.5%	43.8%	9.5%	0.8%	0.4%	2.2%	1.0%	26.8%	12.7%	0.5%	0.1%	1.7%	0.5%	
Average Salary	25.88	26.61	24.77	0.00	26.21	24.79	25.85	31.62	39.50	18.63	27.11	24.79	21.70	34.84	40.59	18.28	24.34	26.80	34.90	25.16	38.30	19.91	
Disability Summary	10	4	6	0	6	3	1	0	0	0	2	1	1	0	0	0	4	2	0	0	0	0	
Percentage	100.0%	40.0%	60.0%	0.0%	60.0%	30.0%	10.0%	0.0%	0.0%	0.0%	20.0%	10.0%	10.0%	0.0%	0.0%	0.0%	40.0%	20.0%	0.0%	0.0%	0.0%	0.0%	
Average Salary	32.14	29.98	33.59	0.00	36.15	29.22	16.85	0.00	0.00	0.00	37.56	27.95	16.85	0.00	0.00	0.00	35.45	29.86	0.00	0.00	0.00	0.00	

III. UTILIZATION ANALYSIS

a. Purpose and Methodology

As part of an agency's Affirmative Action Plan, the Department of Administrative Services, Equal Opportunity Division is requiring state agencies to conduct a utilization analysis (OAC 123:1-49-04(B)). Using Census Bureau data, a utilization analysis compares women and minorities, currently employed on a full-time equivalency basis with the agency, in specific EEOC job categories with the external workforce of women and minorities that have the requisite skills and are located in a reasonable recruitment area. A reasonable recruitment area is defined as the Standard Metropolitan Statistical Area² (SMSA) from which an agency draws candidates for employment. A list of each SMSA for the State of Ohio is included in the attachments to this guide.

If the agency determines that the percentage of its current workforce of women and minorities is **less than** the percentage of the external workforce available, the agency shall identify opportunities for improvement and desired outcomes in its Affirmative Action Plan.

After a plan has been approved, an agency will be responsible for annually updating EOD on its progress with its identified improvement goals. EOD will provide more information on the format and reporting of an update later in 2015.

b. Classifications

The State's employee job classification system differs from the Census Bureau and EEOC job classification coding system. For the purposes of the utilization analysis, agencies shall use the Census guidelines and allocate job classifications into the appropriate job categories as follows:

- Officials/Administrators
- Professionals
- Technicians
- Protective Service
- Administrative Support (includes Paraprofessionals and Office/Clerical)*
- Skilled Craft
- Service/Maintenance

*State employee job classifications designated as Paraprofessionals and Office/Clerical will be aligned with the 2006-2010 Census Bureau designation for Administrative Support and will be added together for purposes of the analysis. The listing of the paraprofessional classifications is included in the attachments to this guide. If an agency has questions regarding the proper classification of a paraprofessional in your agency, it should contact EOD as soon as possible.

² A Standard Metropolitan Statistical Area is a geographic area that contains a core urban area of 50,000 or more population and one or more adjacent counties that have a high degree of social and economic integration with the urban core as measured by commuting to work.

c. Types of Reports

There are two types of agency utilization analysis reports:

Single Location Agency (SLA) reports are to be used by agencies with only one hiring location (e.g., Columbus, Cleveland, Dayton, etc.). The agency shall provide the following reports:

- a report on the number of women employees
- a combined report on the total number of minority employees
- a report based on the number of minority employees by race/ethnicity

Please note EOD will have pre-populated tables for each SMSA. If an agency has a location with 25 or fewer employees, the agency shall include those employees in its single hiring location data and must explain its actions in its Affirmative Action Plan.

Multiple Location Agency (MLA) reports are to be used by agencies with multiple hiring locations (e.g., institutions, districts, facilities, etc.). If an agency's hiring practices involve more than one hiring office, an agency must provide MLA reports for each hiring location that corresponds with the applicable SMSA. For each hiring location, the agency shall provide the following reports:

- a report on the number of women employees
- a combined report on the total number of minority employees
- a report based on the number of minority employees by race/ethnicity

Please note that EOD will have pre-populated tables for each SMSA. If an agency has a location with 25 or fewer employees, the agency shall incorporate employees with the workforce composition data for its closest hiring location. Additionally, the agency must specify the applicable hiring location reports in which the employees were included.

d. How to Create a Report Step-by-Step

To produce a report, the agency shall:

- Run the agency's workforce composition report for all full-time equivalent employees for the pay period ending Sept. 20, 2014. The report is available in the Ohio Administrative Knowledge System (OAKS). The workforce composition will have a breakdown of the agency's workforce by sex, race and EEOC job category. The total numbers of employees in the State employee job classifications designated as Paraprofessionals and Office/Clerical should be added together and placed in Administrative Support.
- Identify the agency's hiring location and then select the appropriate pre-populated tables for the corresponding SMSA. Save the pre-populated tables to a computer hard-drive.
- Open the saved tables and, from the agency's Workforce Composition Report, populate Column 2 with the agency's applicable percentage of women or minority employees for each EEOC job category. Column 1 should already be pre-populated with Census data containing the percentage of available women or minorities in each EEOC job category with requisite skills in the selected SMSA.

Example for Women:

Job Category	Column 1 % Women Available (Census)	Column 2 % Women Incumbency (%) percent	Column 3 Opportunity for Improvement	Column 4 Identified Improvement Goal
Officer/Managers	41.30%	38%	Yes	Attend Women leadership conferences and professional Women association (groups) & mentoring programs
Professional	54.40%	53%	Yes	Attend a job fairs for professional women as well as send announcements directly to various organizations
Technical	52.70%	28%	Yes	Focus recruitment opportunities women in technology
Protective Service	21.14%	18%	Yes	Begin interacting with women protective services groups
Administrative Support	62.70%	46%	Yes	Begin actively recruiting to high schools and colleges for interns
Skilled Craft	6.80%	7%	No	Maintain relationships with skilled craft groups within Ohio
Service and Maintenance	43.10%	21%	Yes	Attend a job fair for service maintenance

Example for Minority Group (Hispanic):

Job Category	Column 1 % Hispanic Available (Census)	Column 2 % Hispanic Incumbency (%) percent	Column 3 Opportunity for Improvement	Column 4 Identified Improvement Goal
Officers/Managers	2.58%	1%	Yes	Attend Ohio Hispanic Coalition conferences and professional Women association (groups) & mentoring programs
Professional	2.15%	0%	Yes	Attend a job fairs for professional women as well as send announcements directly to various organizations
Technical	2.84%	0%	Yes	Focus recruitment opportunities women in technology
Protective Service	3.58%	0%	Yes	Begin interacting with women protective services groups
Administrative Support	3.02%	2.5%	Yes	Begin actively recruiting to high schools and colleges for interns
Skilled Craft	3.64%	5%	No	Maintain relationships with skilled craft groups within Ohio
Service and Maintenance	6.18%	6%	Yes	Attend a job fair for service maintenance

- If percentage in Column 2 is **greater than** the percentage in Column 1, the agency does not need to identify any opportunities for improvement. A “No” will appear in Column 3.
- If the percentage in Column 1 is **greater than** the percentage in Column 2, a “Yes” will appear in Column 3.
- If a “Yes” appears in Column 3, the agency must identify an improvement goal in Column 4. An improvement goal is a descriptive action-oriented goal for hiring and recruitment.
- Repeat the process for each required report.
- Several agencies have multiple locations and hiring offices. If an agency’s hiring practices involve more than one hiring office, an agency must provide MLA reports for each hiring location that corresponds with the applicable SMSA.

ATTACHMENTS:

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY

Title	Anti-Discrimination/Anti-Harassment Policy
Policy #:	To be determined
Legal Reference:	OAC 123:1-49-01;U.S.C. 2000e; Title VII; ORC Chapter 4112;Executive Order 2011-05K
Date:	August 29, 2014
Approved:	To be determined
Origin:	To be determined
Supersedes:	To be determined
History:	To be determined
Review Date:	To be determined

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code (ORC) §[YOUR AGENCY'S AUTHORITY] which establishes the power and authority of the agency and its executive director to develop all necessary rules and policy in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to prohibit discrimination and harassment of employees and applicants and to ensure equal opportunity in accordance with appropriate federal and state law (e.g., ORC, OAC) governor directives and executive orders, other governing agency (e.g., DAS, OBM) policy or guidance, and/or executive director expectations.

III. APPLICABILITY

This policy applies to all agency employees, vendors, applicants and consumers.

IV. DEFINITIONS

Discrimination - treating an employee, applicant or consumer less favorably due to their race, color, religion, national origin/ancestry, disability, age (40 years or older), sexual orientation, gender or sex, veteran or military status, and/or genetic information.

Harassment - any physical or verbal actions against an employee, applicant or consumer due to their race, color, religion, national origin/ancestry, disability, age (40 years or older), sexual orientation, gender or sex, veteran or military status, and/or genetic information.

Sexual Harassment - any unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature.

Vendor – any person, partnership, corporation, association, organization, state agency or other party who sells, leases, or otherwise provides equipment, materials, goods, supplies, or services to (Agency) or to individuals with disabilities as authorized by the agency pursuant to a written or oral contract (e.g., legal agreement, purchase order, authorization).

V. PROCEDURES

A. Employees shall assist in the agencies effort to achieve equal employment opportunity and to maintain a harassment and discrimination free environment.

1. Any employee who receives a complaint of harassment or discrimination must immediately report the complaint to the [OFFICE NAME].

2. Any willful or deliberate violation of this policy shall not be tolerated and may result in disciplinary action.

B. Employee Discrimination Complaint Procedure 1. Any employee who has experienced harassment or discrimination should promptly call [TELEPHONE NUMBER] and ask to speak to [OFFICE NAME]. [OFFICE NAME] shall attempt to informally resolve the problem or assist the employee in filing a formal complaint. A formal complaint may be filed through:

a. State of Ohio, Department of Administrative Services, Equal Opportunity Division (DAS/EOD) to file a complaint within 30 days of the alleged discriminatory incident at 614-466-8380 or at the following link:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/EEOComplaintProcess.aspx#EEOComplaintProceduresstart>

b. Ohio Civil Rights Commission (OCRC) to file a charge within six (6) months of the alleged discriminatory incident (<http://crc.ohio.gov>).

c. U.S. Equal Employment Opportunity Commission (EEOC) to file a charge within 300 days of the alleged discriminatory incident (<http://www.eeoc.gov>).

3. The individual has 30 calendar days after the alleged discriminatory act in which to file a formal complaint with (Agency).

a. Every attempt is made by [OFFICE NAME] or DAS/EOD to ensure the total processing time, including an investigation and a hearing, if requested, takes no longer than 120 calendar days. (See Ohio Administrative Code Sections 123:1-49-01 et. seq. for additional information).

C. Applicant or Consumer Discrimination Complaint Procedure

1. Any applicant or consumer of the agency who believes that an alleged discriminatory act has been committed against them by the agency may:

a. Call [TELEPHONE NUMBER] and ask to speak to the agencies Division of Human Resources, (Agency Division).

b. Contact the Office for Civil Rights, United States Department of Education at <http://www.ed.gov> or call 1-800-872-5327.

c. Contact the U.S. Equal Employment Opportunity Commission (EEOC) to file a charge within 300 days of the alleged discriminatory incident (<http://www.eeoc.gov>).

d. Any individual who reports or files complaints of discrimination or harassment or act as a witness in such a case are protected from retaliation including, but not limited to: intimidation, coercion, threats, taking reprisal, discriminating against or otherwise retaliating against.

D. Violation

Any employee who is determined to have violated this policy, including but not limited to: engaging in discrimination, harassment, or retaliation is subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

N/A

RESOURCES

N/A

REVIEW

It is the responsibility of the (Agency) designee, to annually review this policy, on or before, the date listed in the header and if applicable, makes any necessary revisions. The (Agency) designee shall document the annual review as required in agency policy.

SEXUAL HARASSMENT POLICY

Title	Sexual Harassment Policy
Policy #:	To be determined
Legal Reference:	OAC 123:1-49-01;U.S.C. 2000e; Title VII; ORC Chapter 4112;Executive Order 2011-05K
Date:	August 29, 2014
Approved:	To be determined
Origin:	To be determined
Supersedes:	To be determined
History:	To be determined
Review Date:	To be determined

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the [YOUR AGENCY'S] the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

It is the purpose of this policy to establish uniform guidelines in order to ensure a workplace free of sexual harassment.

III. APPLICABILITY

This policy applies to all agency employees, vendors, applicants and consumers.

IV. DEFINITIONS

Sexual Harassment - Any unwelcome or unwanted sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature.

Quid Pro Quo Sexual Harassment- Submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment, and submission to or rejection of such conduct by an individual is used as the basis for a significant change in employment status.

Hostile Work Environment Sexual Harassment – Severe and pervasive conduct that has the purpose or effect to interfere with an individual's work performance, or creates an intimidating or hostile environment. Examples of behaviors that violate this policy include, but are not limited to: suggestive comments, sexual jokes, gestures, slurs or innuendoes, display of sexually suggestive objects or pictures, unwanted touching, rubbing, patting, or pinching, blatant or subtle forms of pressure for sexual activity, explicit descriptions of the harasser's own sexual experiences, staring or leering upon a particular area of the body and unsolicited or unwelcome flirtations and advances of propositions.

V. PROCEDURES

A. Employees shall assist in the agencies effort to achieve equal employment opportunity and to maintain a harassment and discrimination free environment.

1. Any employee who receives a complaint of harassment or discrimination must immediately report the complaint to the Agency EEO Manager.

2. Any willful or deliberate violation of this policy shall not be tolerated and may result in disciplinary action.

B. Employee Discrimination Complaint Procedure 1. Any employee who has experienced harassment or discrimination should promptly call [TELEPHONE NUMBER] and ask to speak to [OFFICE NAME].

1. [OFFICE NAME] shall attempt to informally resolve the problem or assist the employee in filing a formal complaint. A formal complaint may be filed through:

a. State of Ohio, Department of Administrative Services', Equal Opportunity Division (DAS/EOD) to file a complaint within 30 days of the alleged discriminatory incident at 614-466-8380 or at the following link:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/EEOComplaintProcess.aspx#EEOComplaintProceduresstart>

b. Ohio Civil Rights Commission (OCRC) to file a charge within six (6) months of the alleged discriminatory incident (<http://crc.ohio.gov>).

c. U.S. Equal Employment Opportunity Commission (EEOC) to file a charge within 300 days of the alleged discriminatory incident (<http://www.eeoc.gov>).

2. The individual has 30 calendar days after the alleged discriminatory act in which to file a formal complaint with (Agency).

a. Every attempt is made by [OFFICE NAME], or DAS/EOD to ensure the total processing time, including an investigation and a hearing, if requested, takes no longer than 120 calendar days. (See Ohio Administrative Code Sections 123:1-49-01 et. seq. for additional information).

C. Applicant or Consumer Discrimination Complaint Procedure

1. Any applicant or consumer of the agency who believes that an alleged discriminatory act has been committed against them by the agency may:

a. Call ([TELEPHONE NUMBER] and ask to speak to the agency's [OFFICE NAME] EEO Officer.

b. Contact the Office for Civil Rights, United States Department of Education at <http://www.ed.gov> or call 1-800-872-5327.

c. Contact the U.S. Equal Employment Opportunity Commission (EEOC) to file a charge within 300 days of the alleged discriminatory incident (<http://www.eeoc.gov>).

d. Any individual who reports or files complaints of discrimination or harassment or act as a witness in such a case are protected from retaliation including, but not limited to: intimidation, coercion, threats, taking reprisal, discriminating against or otherwise retaliating against.

D. Violation

Any employee who is determined to have violated this policy, including but not limited to: engaging in discrimination, harassment, or retaliation is subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

N/A

RESOURCES

N/A

REVIEW

It is the responsibility of the (Agency) designee, to annually review this policy, on or before, the date listed in the header and if applicable, makes any necessary revisions. The (Agency) designee shall document the annual review as required in agency policy.

AMERICAN WITH DISABILITIES ACT AND REASONABLE ACCOMMODATION POLICY

Title	AMERICAN WITH DISABILITIES ACT
Policy #:	To be determined
Legal Reference:	ADA Amendments Act of 2008, 42 USC 12201 et seq., ORC 4112.02, Executive Order 2011-05K
Date:	To be determined
Approved:	To be determined
Origin:	To be determined
Supersedes:	To be determined
History:	To be determined
Review Date:	To be determined

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code (ORC) §[YOUR AGENCY'S AUTHORITY] which establishes the power and authority of the to develop all necessary rules and policy in furtherance of its statutory duties. This policy is also issued in furtherance Title I of the American with Disabilities Act Amendments Act of 2008, 42 USC 12201 et seq. (ADA-AA) and Ohio Revised Code 4112.02, Unlawful Discriminatory Practices.

II. PURPOSE

The purpose of this policy is to provide guidelines for providing a clear process for staff with disabilities to seek and obtain reasonable accommodations (RA) to successfully perform the essential functions of his/her job. In accordance with Title I of the Americans with Disabilities Act (ADA) and state law in accordance with appropriate federal (e.g., ADA Amendments Act of 2008, 42 USC 12201 et seq.) and state law (i.e., ORC 4112.02) governor directives and executive orders, other governing agency (e.g., DAS, OBM) policy or guidance, and/or executive director expectations. The ADA is a civil rights law intended to protect qualified persons with disabilities from discrimination.

III. APPLICABILITY

This policy applies to all employees.

IV. DEFINITIONS

Disability - for purposes of determining eligibility for a reasonable accommodation, a person with a disability:

- has a physical or mental impairment that substantially limits one or more major life activities and or bodily functions
- has a record of such impairment
- is regarded as having such impairment

Major Life Activities - include, but are not limited to: caring for oneself; performing manual tasks; seeing; hearing; eating; sleeping; walking; standing; lifting; bending; speaking; breathing; learning; reading; concentrating; thinking; communicating; sitting; reaching; interacting with others and working.

Major Bodily Functions - include, but are not limited to: functions of the immune system; normal cell growth; digestive; bowel; bladder; neurological; brain; circulatory; respiratory; endocrine; hemic; lymphatic; musculoskeletal; special sense organs and skin; genitourinary; cardiovascular system; and reproductive system.

Essential Job Functions - tasks fundamental to the job. A job function may be considered essential for any of the following reasons:

- the position exists to perform the function
- limited number of employees to whom the performance of the function can be distributed
- the function is highly specialized and the incumbent in the position was hired for his/her expertise in performing the function

Qualified Individual - an individual who satisfies the requisite skill, experience, education and other job-related requirements of the employment position and who, with or without reasonable accommodation can perform the essential functions of such position. Reasonable Accommodation - an adjustment made to a job and/or the work environment that enables a qualified individual with a disability to perform the duties of that position. Accommodations may take the form of providing access to the job, job restructuring, acquisition or modification of equipment or devices, or a combination of any of these. ADA requires reasonable accommodation in the following aspects of employment:

- To ensure equal opportunity in the application process
- To enable a qualified individual with a disability to perform the essential functions of a job
- To enable an individual with a disability to enjoy equal benefits and privileges of employment

Undue Hardship - an undue financial or programmatic hardship on the agency is determined on a case by case basis (e.g., unduly costly; alters the fundamental nature of the position; has an adverse impact on another individual; or contradicts an established non-discriminatory policy or collective bargaining agreement).

V. POLICY

A. Making a Request for Reasonable Accommodation (RA) In general, it is the responsibility of the employee with a disability to inform the employer that a reasonable accommodation (RA) is needed. If an employee notifies a member of management, the management representative shall immediately notify the appropriate (agency) designee.

1. The employee shall notify their [OFFICE NAME] that he/she needs a RA in order to perform essential job functions or to receive equal benefits and privileges of employment by completing and submitting the "Employee's Request for Reasonable Accommodation" (50-EEO-02.A). The submission should be marked "Confidential".

2. The employee shall discuss the need for the RA with (Agency) designee.

Standard Metropolitan Statistical Area

This list provides titles and codes, principal cities, Metropolitan Division titles and codes (where applicable), and delineations in counties and equivalent entities for all 388 Metropolitan Statistical Areas in the United States and Puerto Rico. There are 11 Metropolitan Statistical Areas that have a total of 31 Metropolitan Divisions. Central counties are shown in italics.

(NOTE: This list has been abbreviated to include only the 17 Metropolitan Statistical Areas that involve Ohio.)

10420 Akron, OH Metropolitan Statistical Area

Principal City: Akron

Portage County, Summit County

15940 Canton-Massillon, OH Metropolitan Statistical Area

Principal Cities: Canton, Massillon

Carroll County, Stark County

16620 Charleston, WV Metropolitan Statistical Area

Principal City: Charleston

Boone County, Clay County, Kanawha County

17140 Cincinnati, OH-KY-IN Metropolitan Statistical Area

Principal City: Cincinnati, OH

Dearborn County, IN; Ohio County, IN; Union County, IN; Boone County, KY; Bracken County, KY; Campbell County, KY; Gallatin County, KY; Grant County, KY; Kenton County, KY; Pendleton County, KY; Brown County, OH; Butler County, OH; Clermont County, OH; Hamilton County, OH; Warren County, OH

17460 Cleveland-Elyria, OH Metropolitan Statistical Area

Principal Cities: Cleveland, Elyria

Cuyahoga County, Geauga County, Lake County, Lorain County, Medina County

18140 Columbus, OH Metropolitan Statistical Area

Principal City: Columbus

Delaware County, Fairfield County, Franklin County, Hocking County, Licking County, Madison County, Morrow County, Perry County, Pickaway County, Union County

19380 Dayton, OH Metropolitan Statistical Area

Principal City: Dayton

Greene County, Miami County, Montgomery County

26580 Huntington-Ashland, WV-KY-OH Metropolitan Statistical Area

Principal Cities: Huntington, WV; Ashland, KY

Boyd County, KY; Greenup County, KY; Lawrence County, OH; Cabell County, WV; Lincoln County, WV; Putnam County, WV; Wayne County, WV

30620 Lima, OH Metropolitan Statistical Area

Principal City: Lima

Allen County

31900 Mansfield, OH Metropolitan Statistical Area

Principal City: Mansfield
Richland County

37620 Parkersburg-Vienna, WV Metropolitan Statistical Area

Principal Cities: Parkersburg, Vienna
Wirt County, Wood County

38300 Pittsburgh, PA Metropolitan Statistical Area

Principal City: Pittsburgh
Allegheny County, Armstrong County, Beaver County, Butler County, Fayette County,
Washington County, Westmoreland County

44220 Springfield, OH Metropolitan Statistical Area

Principal City: Springfield
Clark County

45780 Toledo, OH Metropolitan Statistical Area

Principal City: Toledo
Fulton County, Lucas County, Wood County

48260 Weirton-Steubenville, WV-OH Metropolitan Statistical Area

Principal Cities: Weirton, WV; Steubenville, OH
Jefferson County, OH; Brooke County, WV; Hancock County, WV

48540 Wheeling, WV-OH Metropolitan Statistical Area

Principal City: Wheeling, WV
Belmont County, OH; Marshall County, WV; Ohio County, WV

49660 Youngstown-Warren-Boardman, OH-PA Metropolitan Statistical Area

Principal Cities: Youngstown, OH; Warren, OH; Boardman, OH
Mahoning County, OH; Trumbull County, OH; Mercer County, PA

Paraprofessional Crosswalk

Job Code	Description	EEO-4 Category
16751	Unemployment Comp Examiner 1	Paraprofessional
16752	Unemployment Comp Examiner 2	Paraprofessional
16753	Unemployment Comp Exam/Spec 1	Paraprofessional
16754	Unemployment Comp Exam/Spec 2	Paraprofessional
17311	Family Services Aide 1	Paraprofessional
17312	Family Services Aide 2	Paraprofessional
17321	Social Service Aide	Paraprofessional
17331	Personal Service Worker	Paraprofessional
18111	Children's Teacher Aide 1	Paraprofessional
18112	Children's Teacher Aide 2	Paraprofessional
18113	Children's Teacher Aide 3	Paraprofessional
18121	Adult Teacher Aide 1	Paraprofessional
18122	Adult Teacher Aide 2	Paraprofessional
18123	Adult Teacher Aide 3	Paraprofessional
18141	Rehabilitation Aide	Paraprofessional
18531	Recreation Aide	Paraprofessional
21255	Weights & Measures Inspect Sup	Paraprofessional
22241	Dangerous Wild Animal Handler	Paraprofessional
22290	Wildlife Officer Cadet	Paraprofessional
22351	Nursery Technician	Paraprofessional
22511	Parks Conservation Aide	Paraprofessional
22520	Park Officer Cadet	Paraprofessional
22540	Naturalist Aide	Paraprofessional
24981	Medicaid Fraud Analyst	Paraprofessional
26210	Investigator Assistant	Paraprofessional
26210	Investigator Assistant	Paraprofessional
26342	Charitable Act Major Case Inv.	Paraprofessional
30051	Nutrition Aide	Paraprofessional
30541	Dietitian Assistant	Paraprofessional
30831	Mental Health Technician 1	Paraprofessional
30881	Mental Health Technician 1	Paraprofessional
30882	Mental Health Technician 2	Paraprofessional
31072	General Account Ther. 2	Paraprofessional
33111	Nutrition Technician	Paraprofessional
33121	Dietitian 1	Paraprofessional
33411	BWC Customer Service Represent	Paraprofessional
42420	Dietetic Technician	Paraprofessional

Job Code	Description	EEO-4 Category
42423	Dietitian	Paraprofessional
42451	Correctional Food Service Coordinator	Paraprofessional
42511	Fabric Worker 1	Paraprofessional
42512	Fabric Worker 2	Paraprofessional
42526	Laundry Manager 1	Paraprofessional
42527	Laundry Manager 2	Paraprofessional
44111	Hospital Aide	Paraprofessional
44112	Therapeutic Program Worker	Paraprofessional
44113	Hospital Aide Coordinator 1	Paraprofessional
44114	Hospital Aide Coordinator 2	Paraprofessional
44116	Residential Care Supervisor 1	Paraprofessional
44117	Hospital Aide Supervisor	Paraprofessional
44118	Residential Care Supervisor 2	Paraprofessional
44141	Psychiatric Attendant	Paraprofessional
44142	Psychiatric Attendant Coordinator	Paraprofessional
44145	Psychiatric Attendant Supervisor 1	Paraprofessional
44146	Psychiatric Attendant Supervisor 2	Paraprofessional
44161	Licensed Practical Nurse	Paraprofessional
44210	Activities Aide	Paraprofessional
44211	General Activities Therapist 1	Paraprofessional
44212	General Activities Therapist 2	Paraprofessional
44260	Therapy Aide	Paraprofessional
44310	Occupational Therapy Assistant	Paraprofessional
44731	Community Adjustment Trainer 1	Paraprofessional
44732	Community Adjustment Trainer 2	Paraprofessional
44735	Community Adjustment Train Sup	Paraprofessional
46535	Correction Lieutenant	Paraprofessional
46621	Child Care Worker	Paraprofessional
46625	Child Care Worker Supervisor 1	Paraprofessional
46626	Child Care Worker Supervisor 2	Paraprofessional
52141	Motor Fleet Coordinator	Paraprofessional
52142	Motor Fleet Coordinator Specialist	Paraprofessional
52145	Motor Fleet Coordinator Supervisor	Paraprofessional
52525	Telecomms Operations Supervisor	Paraprofessional
52526	Telecomms Operations Admin	Paraprofessional
53531	Farm Coordinator	Paraprofessional
63141	Forms Control Specialist	Paraprofessional
63381	Project Manager 1	Paraprofessional
63441	Labor Relations Mediator	Paraprofessional

Job Code	Description	EEO-4 Category
63441	Labor Relations Mediator	Paraprofessional
63810	Paralegal/Legal Assistant 1	Paraprofessional
63810	Paralegal/Legal Assistant	Paraprofessional
63810	Paralegal/Legal Assistant 1	Paraprofessional
63810	Paralegal/Legal Assistant 1	Paraprofessional
63811	Certified Paralegal	Paraprofessional
63811	Paralegal/Legal Assistant 2	Paraprofessional
63811	Paralegal/Legal Assistant 2	Paraprofessional
63821	Hearing Assistant	Paraprofessional
63950	UC Admin Lay Hearing Officer	Paraprofessional
63951	UC Admin Hearing Officer	Paraprofessional
64210	Employment Services Interviewer	Paraprofessional
64281	Customer Service Representative	Paraprofessional
64282	Customer Service Disabled Vet Out Specialist	Paraprofessional
64283	Customer Service Vet Employ Rep	Paraprofessional
64284	Customer Service Specialist	Paraprofessional
64285	Customer Service Supervisor	Paraprofessional
64491	Domestic Commercial Officer	Paraprofessional
64511	Purchasing Assistant 1	Paraprofessional
64512	Purchasing Assistant 2	Paraprofessional
64610	Personnel Aide	Paraprofessional
64610	Personnel Aide	Paraprofessional
64611	Human Capital Management Assoc.	Paraprofessional
64641	Test Monitor	Paraprofessional
65321	Correctional Physician Assistant	Paraprofessional
65711	Public Health Nutritionist	Paraprofessional
66171	Student Loan Auditor	Paraprofessional
66561	Student Loan Specialist 1	Paraprofessional
84330	Centrifuge Operator	Paraprofessional
85420	Design Engineer Intern	Paraprofessional
85740	Natural Resources Engineer Int.	Paraprofessional
85760	Natural Resources Engineer Int.	Paraprofessional
86110	Laboratory Assistant	Paraprofessional
86161	Veterinarian Pathology Assistant	Paraprofessional
86171	Forensic Toxicologist	Paraprofessional
86341	Dental Hygienist	Paraprofessional
91500	Claims Analyst	Paraprofessional
91600	Deputy Clerk	Paraprofessional
91602	Deputy Clerk II	Paraprofessional

Job Code	Description	EEO-4 Category
92100	Executive Assistant I	Paraprofessional
92101	Executive Assistant II	Paraprofessional
92600	Law Clerk I	Paraprofessional
92601	Law Clerk II	Paraprofessional
92603	Law Clerk III	Paraprofessional
92604	Law Clerk IV	Paraprofessional
92700	Legal Research Analyst	Paraprofessional
93800	Senior Law Clerk	Paraprofessional
94100	Human Resources Specialist	Paraprofessional
99591	Research Support Staff	Paraprofessional
99591	Research Support Staff	Paraprofessional
99600	Student Help - School	Paraprofessional
99610	Student Help	Paraprofessional
99660	Judicial Employee	Paraprofessional
99660	Judicial Employee	Paraprofessional
99711	Highway Patrol Cadet	Paraprofessional
99721	Highway Patrol Cadet Candidate	Paraprofessional
99800	Veteran Member	Paraprofessional
99911	Natural Resource Aide	Paraprofessional
99915	Transportation Traffic Aide	Paraprofessional
99935	Gypsy Moth Traptender	Paraprofessional
99940	College Intern	Paraprofessional