

PIKE COUNTY HEALTH DEPARTMENT

EQUAL OPPORTUNITY EMPLOYER AND AFFIRMATIVE ACTION PLAN

EVALUATION ENDING NOVEMBER 30, 2015

OBJECTIVE 1. Employee applications and personnel policies will be reviewed annually and material which might be judged discriminatory will be removed.

Evaluation: Employment applications were reviewed by administrator and personnel policy changes were postponed until after the end of the fiscal year. Board of Health will be presented with the changes at the 1-28-16 meeting. There were no changes during the year related to equal opportunity.

OBJECTIVE 2. The following agencies may be contacted periodically to advise them that we are an equal opportunity employer, and that we accept applications from all qualified applicants for employment so that we might have applications on file for first consideration when job openings occur. Minority applicants will receive first consideration if they are equally qualified for the open position.

- a. Two Rivers Regional Council of Public Officials, JTPA
- b. General Assistance Office
- c. Pike County Senior Citizens Center
- d. Pike County Senior Services
- e. DORS
- f. John Wood Community College

Evaluation: Administrator speaks with representatives of Two Rivers, General Assistance, and John Wood Community College frequently. A Pike County Health Department staff representative attends monthly Pike County Social Service meeting of all agencies. We serve DORS clients and refer to DORS frequently.

OBJECTIVE 3. Open positions will be posted in-house, as appropriate. Current employees will be given the opportunity for internal advancement when an opening at a higher level occurs. They will be required to submit written request for consideration and will be interviewed. Applications on file and received in the 12 months preceding the open position will be considered for employment.

Evaluation: Seven of eight positions were posted in-house:

3 Part-time Dental Assistants, 1 Part-time Public Health Nurse, 1 Part-time Home Health Nurse, 1 Full-time Home Health Nursing Supervisor, and 1 Part-time Home Health Aide 1 Full-time Dentist position was not posted in-house.

One of these positions was filled from internal applicants and six positions were filled from outside applicants.

OBJECTIVE 4. Postings and advertisements for applications for employment will continue to identify that we are an equal opportunity employer.

Evaluation: Eight positions were posted and/or advertised - 3 Part-time Dental Assistants, 1 Part-time Home Health Nurse, 1 Part-time Public Health Nurse, 1 Full-time Home Health Nursing Supervisor, 1 Part-time Home Health Aide and a Full-time Dentist.

All postings and advertisements identified that we are an equal opportunity employer.

OBJECTIVE 5. The Administrator will be responsible for compliance with E.O.E. in hiring and upgrading for all persons.

Evaluation: Final approval and responsibility for compliance for positions was taken by Administrator in hiring, upgrading, and terminations of all personnel. All job applicants for job positions were white. There were no discrimination complaints this fiscal year.

As of 11-30-2015, there were 35 employees and 5 service agreements in PCHD. Of the 35 employees, 22 are full time and 13 part time. There are 33 female and 2 male with 34 white and 1 Asian male. Service agreement staff with individuals includes 2 white female. PCHD is now the employing agency for the Pike County Community Health Partnership which has 1 part-time employee. Other service agreement staff are provided through a contract with Rehab Care Group and Advance Physical Therapy.

Full time staff increased from 21 to 22.  
Part time staff decreased from 18 to 13.

#### LEAVE OF ABSENCES:

There were 9 medical leave of absences in FY 15.

#### RESIGNATIONS:

During FY 2015, there were 4 resignations.  
(3 Dental Assistants, 1 Home Health Nurse)

#### RETIREMENTS:

During FY 2015, there was 1 retirement.  
(1 Public Health Nurse)

OBJECTIVE 6. Affirmative action policy statement will be included in personnel policies and posted conspicuously. All supervisory staff will receive a copy of policy statement and yearly plan and evaluation.

Evaluation: Equal Opportunity/Affirmative Action policy statement is included in the personnel policy manual and posted in the break room.

WORKFORCE ANALYSIS SUMMARY – PIKE COUNTY HEALTH DEPT.

DEPARTMENT STAFF - 11-30-2015

<u>POSITION</u>	<u>FULL TIME</u>	<u>PART TIME</u>	<u>CONTRACT</u>
Administrator/DON	1		
Director of Clinical Services	1		
Director of Financial Services	1		
Administrative Assistant	1		
Financial Services Assistant		1	
Director of Environmental Health	1		
Nursing Supervisors	1		
RN Coordinators/Assistants	2		
Public Health Nurses	7	1	
Physical & Occupational Therapist	1		2
			(Rehab Care Group, Advance Physical Therapy)
Speech Therapist			1
Registered Dietitian		1	
Environmental Health Inspector		2	
Office Clerical	2	1	
Homemaker/Home Health Aide		5	
Breastfeeding Peer Counselors	1		
Nurse Practitioner			2
Dentist	1		
Dental Assistant	1	4	
	21	15	5

Employees - 36

Female - 34 White - 34

Male - 2 White - 2

Service Agreements - 5 (2 agencies, 3 individuals)

Female - 3, White - 3

EOE & AFF EVAL