

## PIKE COUNTY HEALTH DEPARTMENT

### AFFIRMATIVE ACTION PLAN – 2019

#### STATEMENT OF POLICY:

The Pike County Health Department will comply with the non-discrimination regulations set forth in relevant State and Federal Laws and Executive Orders. The department has always offered equal opportunities in employment and, by the very nature of its existence, equal service to the citizens of Pike County. No person shall be discriminated against because of race, color, religion, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification protected when being considered for employment, training, promotion, retention, lay off, disciplinary action or other personnel transactions. We concur with affirmative action to correct the under-utilization of minorities, females, and disabled individuals in all levels of employment. The Pike County Health Department recognizes the right of any disabled applicant or employee to request accommodation in connection with his or her employment. Reasonable accommodation will be provided to the known physical or mental impairment of qualified disabled individuals, unless such an accommodation is prohibitively expensive or unduly disruptive to the operation of the department's business.

It is the intent of the department to provide equality and respect to all individuals in matters of service and employment. Any individual who feels that he/she has been discriminated against is free to file a complaint without fear of retaliation.

Pike County Health Department will include reference to its affirmative action policy in programs as needed and required.

The Pike County Health Department does contract for services with Rehab Care Group for physical therapy and Advance Physical Therapy for physical therapy and occupational therapy. Both employee 15 or more employees and are an Equal Opportunity Employer.

#### CONSTRAINTS:

1. Although willing to develop numerical hiring goals, we are constrained by job availability, few job titles and small number of qualified applicants for some positions.
2. The majority of our job titles are those which historically attract female applicants - clerical, nurse, home health aide, homemaker, and dental assistant.
3. There is an extremely small percentage of minority groups in the County. (3%)

#### OBJECTIVES:

1. Employee applications and personnel polices will be reviewed at least annually and material which might be judged discriminatory will be removed.

2. The following agencies may be contacted periodically, to advise them 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 would receive first consideration if they meet the qualifications for the open position.
  - a. Two Rivers Regional Council of Public Officials, Job Training Partnership Act (285-2216)
  - b. General Assistance Office (285-2726)
  - c. Pike County Senior Citizens Center (285-4969)
  - d. Pike County Senior Services (285-6150)
  - e. IL. Dept. of Rehabilitation Services (217-224-2600)
  - f. John Wood Community College (285-5319)
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.
4. Correspondence and advertisements for applications for employment will continue to identify that we are an equal opportunity employer.
5. The Administrator will be responsible for compliance with EOE in hiring and upgrading for all persons.
6. Affirmative action policy statement will be included in personnel policies and posted conspicuously. All supervisory staff will receive copy of policy statement and yearly plan and evaluation.

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

The Pike County Health Department will comply fully with the non-discrimination regulations set forth in relevant State and Federal Laws and Executive Orders. The Department has always offered equal opportunities in employment and, by the very nature of its' existence, equal service to the citizens of Pike County. No person shall be discriminated against because of race, color, religion, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification protected, when being considered for employment, training, promotion, retention, lay off, disciplinary action or other personnel transaction. We concur with affirmative action to correct the under-utilization of minorities, females, and disabled individuals in all levels of employment. The Pike County Health Department recognizes the right of any disabled applicant or employee to request accommodation in connection with his or her employment. Reasonable accommodation will be provided to the known physical or mental impairment of qualified disabled individuals, unless such an accommodation is prohibitively expensive or unduly disruptive to the operation of the department's business.

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