

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Title: Equal Employment Opportunity	Policy Number: HR003
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POLICY

The Virginia School for the Deaf and the Blind (VSDB) ensures that all state and federal regulations regarding Equal Opportunity, including Title VII of The Civil Rights Act of 1964, Titles I and V of the American with Disabilities Act (ADA) of 1990, ADA Amendment Act of 2008, the Age Discrimination Act of 1967, Chapter 12, Title 2.2, of the Code of Virginia, Governor's Executive Order 1 on Equal Opportunity, are properly implemented. VSDB provides equal employment opportunity to applicants and employees in all aspects of human resources management and employment practices without regard to race, color, religion, national origin, gender identity, sexual orientation, disability, age, gender, marital status, genetic information, veteran status, or any other characteristic protected by law or based on a belief that such characteristic exist. The VSDB shall take measures to emphasize the recruitment of qualified minorities, women, persons with disabilities, veterans, and older persons. The VSDB shall comply with all policies and procedures of the Department of Human Resource Management (DHRM) Policy No. 2.05, Equal Employment Opportunity. The additional procedures are unique to the school organizational structure and supplement the DHRM policies and procedures.

Title VII of The Civil Rights Act of 1964

Titles I and V of The Americans with Disabilities Act of 1990

ADA Amendments Act of 2008

The Age Discrimination Act of 1967

Chapter 12, Title 2.2, Code of Virginia

Governor's Executive Order 1, Equal Opportunity

Virginia Department of Human Resources Management, Policy and Procedures Manual:

- Policy 2.05, Equal Employment Opportunity
- Policy 2.10, Hiring

PROCEDURES

Office of Human Resources Responsibilities

The Director of Human Resources is responsible for:

- Ensuring that all employees are advised of the provisions of the Governor's Executive Order regarding Equal Opportunity during orientation.
- Providing appropriate training opportunities covering all aspects of human resources management to ensure that policies, guidelines and pay practices are applied without regard to race, color, religion, national origin, gender identity, sexual orientation, disability, age, gender, marital status, genetic information, veteran status, or any other characteristic protected by law or based on a belief that such characteristic exist.
- Providing complete and accurate data via the state's automated information system by August 1st of each year for the prior fiscal year to generate a statistical analysis report of employment related practices.
- Responding to and assisting in the resolution of complaints.

Individual Responsibility/Job Performance

All managers and supervisors are responsible for compliance with all state and federal Equal Employment Opportunities policies and procedures, and for consistent application of this policy. Support of equal employment opportunity initiatives shall be considered in the evaluation of each manager's job performance. All employees are responsible for conducting themselves in a manner consistent with the Governor's Executive Order regarding Equal Opportunity.

Allegations of Violations of Executive Order

Any state employee or applicant for state employment may file an allegation of violation of the Executive Order with the Office of Equal Employment Services (OEEES) in the Commonwealth's DHRM. Employees, who do not wish to file a complaint with OEEES, may report allegations of violations to anyone in their supervisory chain or the Director of Human Resources.

The Director of Human Resources is responsible for interpretation of this policy. Questions regarding the application of this policy should be directed to the VSDB Office of Human Resources.

Rescission: Original Date: June 2006; Revised: September 2015 BOV Approved: 4/6/16
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