

Affirmative Action/Equal Employment Opportunity Procedure

Effective: September 1, 2019

- RVCDS completes a regular analysis of areas within the agency in which RVCDS may be deficient in the utilization of minority groups and women.
- RVCDS takes measures to ensure that the information about employment opportunities for all positions, whether exempt or non-exempt, reaches the broadest possible range of appropriately qualified people.
- RVCDS places advertisements in public or professional publications and sends notices to institutions, organizations and individuals who may have contact with appropriately qualified members of minority groups.
- All advertisements for open positions indicate that RVCDS is an Equal Opportunity Employer by including the term "EOE" at the end.
- The Affirmative Action/Equal Opportunity Policy is available to current employees and applicants on our website, www.rvcds.org.
- Meaningful contacts are maintained with appropriate social service organizations to obtain advice, technical assistance and referral of potential employees.
- Training of management groups and other employees is conducted regularly to achieve awareness and understanding of RVCDS' Affirmative Action/ Equal Opportunity Policy.
- The Affirmative Action/Equal Opportunity Policy is reviewed and updated annually. Employees and applicants are notified of any significant changes in policy.
- An employee or applicant who believes he/she has been discriminated against may file a grievance with RVCDS' Board of Directors Grievance Committee.
- RVCDS employment practices comply with all federal and state employment laws.

