



## Ohio Administrative Code

### Rule 123:1-49-03 Responsibilities of state agencies regarding equal employment opportunity.

Effective: October 18, 2024

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(A) Each agency will establish an equal opportunity program. Ultimate responsibility for the equal opportunity program rests with the appointing authority. Each agency will designate an equal employment opportunity officer who will have sufficient knowledge and experience to handle the assignment and whose functions may include:

(1) Advising the appointing authority with respect to the preparation of equal employment opportunity programs, procedures, rules, and reports.

(2) Evaluating from time to time the sufficiency of the total agency equal employment opportunity program and reporting thereon to the appointing authority with recommendations as to any improvement or correction needed. The appointing authority will include remedial or disciplinary actions for supervisors or managers who have failed to cooperate fully or who are in violation of the program.

(3) Making changes in programs and procedures designed to eliminate discriminatory practices when so authorized by the appointing authority.

(4) Evaluating tests, employment policies, practices and qualifications and reporting to the appointing authority and to the state human resources division any such policies, practices, and qualifications that have a disparate impact on the protected classes set forth in rule 123:1-49-01 of the Administrative Code. This function will be performed in cooperation with the state human resources division.

(5) Providing for counseling of any employee or applicant for employment who believes that they have been discriminated against based on the protected classes set forth in rule 123:1-49-01 of the Administrative Code.

(6) Providing 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) Furnishing any information requested by the state human resources division, including but not limited to, monthly reports on all complaints pending within the agency, including those filed with the Ohio civil rights commission or the federal equal employment opportunity commission. The state human resources division will provide the format in which such reports should be submitted.

(B) Agencies will publish the functions, rules, and activities of the agency by posting the following information on official bulletin boards and agency websites:

(1) The contact information for the state equal employment opportunity officer.

(2) The names and addresses of the agency equal employment opportunity officers and that they are available to assist employees or candidates for employment who believe they have been discriminated against because of the classes set forth in rule 123:1-49-01 of the Administrative Code.

(3) The right of each employee and candidate for employment who believes that he or she has been discriminated against because of the classes set forth in rule 123:1-49-01 of the Administrative Code to file a complaint.

(4) The complaint procedure and time limits for such complaints as established by this chapter.

(C) An equal employment opportunity officer may be named for a group of participating agencies when the agency is too small to have an equal employment opportunity officer.

(D) The names of the equal employment opportunity officers, their address, email address, telephone number, and any change made in their designation will be furnished to the state human resources division annually or as changes are made.