



Ohio Administrative Code

Rule 3357:12-3-14 Equal employment and affirmative action.

Effective: March 18, 2015

It is the policy of Zane state college to insure that applicants and employees are treated during the employment process without regard to their race, color, religion, sex, age, disability, national origin, ancestry, or being a disabled veteran or a veteran of the Vietnam era. Such action will include, but not be limited to, the following: employment, upgrading and promotion, demotion or transfer, layoff or termination, raises of pay or other forms of compensation, selection of training, and participation in the decision making process. The board directs the administration to insure that all applicants and employees are considered in hiring, placement, job assignment, training, and promotion.

Specific equal employment opportunities "EEO" steps to be taken immediately by the Zane state college board of trustees and the Zane state college administration include, but are not limited to, the following:

(A) This "EEO" statement shall be disseminated within the organization so that all employees clearly recognize hiring and promotional opportunities.

(B) The board directs the administration to disseminate its equal employment and advancement policy to the news media for external publication.

(C) The board directs the administration to keep active for one year all applications of persons who are acceptable for employment and to give all possible considerations to them for subsequent employment. The administration will maintain the application materials for one year.

(D) The board directs the administration to review and evaluate the progress of college employees periodically and to ascertain that every reasonable effort is being made to encourage and assist employees in achieving their greatest potential.

(E) The board affirms that all college facilities and all college sponsored activities are available for the use of all qualified employees, students, and public without regard to race, color, religion, sex,



national origin, ancestry, age, or disability.

(F) The board shall continually monitor the activities of the college to ensure that these "EEO" programs are being carried out. The board shall add, when necessary, affirmative action activities to this order.

(G) The "EEO" officer, as designated by the president, shall be the responsible equal opportunity official representing the college.

(H) In all recruiting, the board shall take active steps to recruit employees from minorities and non minorities who are unemployed or underemployed.