

## **EQUAL OPPORTUNITY POLICY**

**SECTION: 2.1**

**Page: 1 of 1**

It is our policy to provide an equal employment opportunity to all individuals regardless of race, color, religion, national origin, age, sex, pregnancy or related conditions, disability, genetic information, military service, sexual orientation, gender identity or any other basis protected by law. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in and practice equal opportunity. The Chief Compliance Officer serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Agency in meeting its objectives.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Chief Compliance Officer. Employees can raise concerns and make reports regarding problems they may have without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

GCA employment vacancies may be advertised to promote excellent application response from the general community as well as target service areas. GCA ensures equal employment practices. Vacancies will be filled by applicants displaying the highest degree of potential and qualifications as determined by interviews, previous experience, and testing measures, when applicable. These hiring measures enable GCA to continue providing quality services to its service area residents/customers.

Employment vacancy advertisements may be posted at various GCA centers/offices, other media sources and/or any outlets mandated by the program for which the candidate has applied.

In accordance with the Equal Opportunity Policy, Affirmative Action Plan, and the American with Disabilities Act, all GCA vacancy advertisement requirements will include the following reference: "An Equal Opportunity Employer M/F/D/V."

**Notification of non-selectees:**

Persons interviewed but not selected for GCA-positions will be notified that they have not been selected and encouraged to apply for future GCA vacancies.

**Interview and Moving Expense:**

The GCA does not reimburse applicants interview expenses or new employees for moving expenses unless specifically approved by the Board of Directors.

The Chief Compliance Officer or designee serves in the capacity of advisor and/or observer in the screening process. The Chief Compliance Officer shall have the authority and responsibility to call attention to the violation of civil rights provisions. This equal opportunity guideline is designed to prevent a discrimination controversy arising out of the method of selection after the fact.

**Consultations and Endorsements:**

When hiring key personnel defined as; Chief Executive Officer (CEO), Chief Finance Officer (CFO), Chief Compliance Officer (CCO), and Director of Early Childhood (Early Head Start/Head Start) the following entities must approve the process; Board of Directors, Early Head Start/Head Start Policy Council, and Office of Head Start.

**Selection of current GCA employees:**

Employees desiring to apply for other vacated positions should do so in writing. Current employees are considered along with all other applicants. No preference is given unless the GCA employee is better or equally qualified compared to other applicants for a given position.

**Rules Regarding Nepotism:**

The GCA observes certain prohibitions in employment with respect to persons whose employment is supported by federal funds or by contributions to the non-federal share. Individuals within a specified degree of relationship are prohibited from exercising supervisory authority.

GCA shall not hire individuals with "immediate" family members serving on the GCA Board of Directors or Early Head Start/Head Start Policy Council.

Immediate family members are defined as: a spouse, parent (in-laws), child (in-laws), step-parents, step-children, (step-) siblings and siblings (in-laws), aunt, uncle, niece (in-laws), nephew (in-laws), grandparents (in-laws), grandchildren (in-laws).

All employment shall be conditional pending the outcome of any pre-employment screenings, testing, background check, physicals, etc. as business related and reasonably applicable to the position, as outlined by program requirements and related to the selectee's ability to perform "essential job functions" per ADA.

Restrictions apply with regard to the hiring and compensation of immediate family members of Board members.

The following restrictions and guidelines shall apply:

- Board members and their immediate family members shall not be hired as GCA staff nor receive remuneration for services to the GCA.
- The same restrictions shall apply with regard to any other person or immediate family member, whether policy-level (e.g., Early Head Start/Head Start Policy Council) or Agency administrator if and whenever that person has authority or material input over the hiring of such person(s) in violation of the Agency's policies.

**EARLY HEAD START/HEAD START CHILD DEVELOPMENT HIRING PROCEDURES**

The GCA Early Head Start/Head Start program hires employees consistent with state and federal child care laws and regulations including the Head Start Act and 45 CFR Part 1301 through 1305 and related parts, called the Performance Standards.

- Current and former Early Head Start/Head Start parents will receive preference for employment vacancies for which they are qualified.
- The appointment of a Director of Early Childhood (Early Head Start/Head Start) is the selection of from the Chief Executive Officer, and approval of the process Board of Directors, the Office of Head Start, and the Policy Council.
- GCA Early Head Start/Head Start prospective employees must complete all program specific requirements including but not limited to:
  - Criminal Record Check, Driver Registry, Sex Offender Registry, & Child Abuse/Neglect Reporting Check
  - A documented physical exam (a copy of the physical must be placed in their personnel file)
  - A TB skin test/evaluation (a copy of the TB skin test must be in their personnel file)