

Lonoke Exceptional Development Center

“Building Bridges toward Independence”

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EEOC / AFFIRMATIVE ACTION PLAN

Lonoke Exceptional School, Inc. is in compliance with a plan of Affirmative Action.

The principles of equal opportunity are inherent in recruitment, hiring, and promotion for all positions and job classifications within Lonoke Exceptional School, Inc. When an employment vacancy occurs, it is advertised 1st by LEDC Internal Job Posting Notice for three (3) consecutive work days (posted in all centers), then if needed, will be advertised in area newspapers distributed throughout counties served, and LEDC’s web-site. From this, interviews are scheduled and job positions are filled with regard to education and experience, without regard to and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmation action. The Executive Director is responsible all hiring approvals. This information with recommendations is presented to a committee of the Board of Directors, whereby a final decision for employment is made.

Training and attendance to workshops, conferences, etc., is made available to all employees. Promotions are made in regard to job performance; years of experience and through additional education acquired and are made available without regard to race, color, culture, spiritual belief, gender, age, national origin, sexual orientation, political beliefs, socioeconomic status, language, marital or parental status, veteran’s status, or disability.

The Board of Directors of Lonoke Exceptional School, Inc. with the assistance of the Executive Director is responsible for evaluating the method of affirmative action, with reference to maintaining and accurate percentage basis for staff employment in the program in conjunction with population characteristics in Lonoke County.

The method of appeal has been established as follows:

Staff of Lonoke Exceptional School, Inc. in the case of grievance shall follow the established chain of command up to the position of Executive Director. If at that point, a satisfactory decision is not reached, the grievance is presented in writing to the Executive Board for disposition. If not settled at Board level, the final appeal procedure may be directed to: Equal Employment Opportunity Commission (EEOC)

Lonoke Exceptional School, Inc. is in compliance with:

1. Title IV and VII of the Civil Rights Act of 1964
2. The Equal Employment Opportunity Act of 1972
3. The Presidential Executive Order of 11246 and 11375
4. DHS Policy 1009; DHS PUB-284 & DHS-2808 form

The Executive Director has the primary responsibility of insuring that a plan of equal employment opportunity exists in the programs and that all personnel policies are adhered to without regard to race, color, culture, spiritual belief, gender, age, national origin, sexual orientation, political beliefs, socioeconomic status, language, marital or parental status, veteran’s status, or disability.

Upon completion of an employment interview, each applicant and new employee is made aware of the employment practice and policies of the center in regards to equal employment and the grievance procedure to be utilized. Persons with grievances are encouraged to make known such grievance to the management of the program through the designated chain of command.

The Program Coordinator is responsible for the plan of affirmative action as stated above.