

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - I
PROCEDURE: Preamble Personnel Policies and Procedures	EFFECTIVE DATE: 11/30/83
SUBJECT: Preamble	SUPERSEDES DATE: 10/79

**PREAMBLE**

Fulfillment of many objectives and responsibilities of the ADAMHS Board for Montgomery County (hereinafter referred to as "Board") depends in some measure upon fair and equitable relationship between employer, employees, the ADAMHS Board and the Community.

Good personnel practices embodied in personnel policies and procedures enable the ADAMHS Board to provide the best possible service to the community through a responsible administration and resourceful staff.

Nothing in this statement of policies and procedures shall be constructed as conflicting with applicable federal and state statutes or the rules and regulations promulgated by the Department of Mental Health, State of Ohio. If any section of these practices is found to conflict with such statutes, rules or regulations, that section of these practices shall be void to the extent of such conflict; however, the remainder of the policies and procedures shall continue in effect.

These practices shall apply to all full-time and part-time employees. The Board's personnel policies are not applicable to contract providers of special services. Contract providers are bound by the terms of their individual contracts.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION – II
PROCEDURE: Responsibility for the Personnel Function	EFFECTIVE DATE: 11/27/93
SUBJECT: Administration of Personnel	SUPERSEDES DATE: 11/83

**POLICY:**

The Executive Director and Personnel Committee of the Alcohol, Drug Addiction and Mental health Services Board for Montgomery County shall review and recommend to the Board for approval all staff positions, job descriptions, salary schedules, benefits, employee related policies and procedures.

**PROCEDURE:**

Each July, the Chairperson of the Board shall appoint, subject to ratification by the Board, a duly-constituted Personnel Committee that shall consist of no fewer than a Chairperson and two (2) additional committee members.

The Personnel Committee shall meet at least semi-annually and at other times when deemed necessary to carry out its duties.

Any recommendations, revisions and/or additions of the Personnel Committee shall be recommended in writing to the Board for final approval.

The Executive Director shall appoint one employee as liaison to the Personnel Committee. This employee shall have no voting rights on the Committee.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for the Personnel Function	EFFECTIVE DATE: 11/30/83
SUBJECT: Personnel Committee	SUPERSEDES DATE: 10/79

**POLICY:**

The Chairperson of the Board shall appoint, subject to ratification by the Board, a duly-constituted Personnel Committee that shall consist of no fewer that a Chairperson and two (2) additional Board members.

**PROCEDURE:**

1. In July of each year, the Chairperson of the Board shall appoint a Personnel committee for the succeeding fiscal year that shall be ratified by the Board.
2. The Personnel Committee shall meet quarterly, with any additional meetings as needed in order to carry out its duties.
3. The Personnel Committee may review the Board approved personnel policies and procedures annually.
4. Any recommendations, revisions and/or additions of the Personnel Committee shall be recommended in writing to the Board for final approval.
5. The Executive Director shall appoint one staff member as the liaison to the Personnel Committee. The staff member shall have no voting privileges on the Committee.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 11/30/83
SUBJECT: Executive Director	SUPERSEDES DATE: 10/79

**POLICY:**

The Executive Director shall employ and remove classified employees and fix their compensation within the limits set by the salary schedule and budget of the Board.

**PROCEDURE:**

The Executive Director shall be the final appointing authority on all actions regarding classified employees and consultants.

The Executive Director shall report all significant personnel actions (hires, terminations, promotions, demotions and transfers) to the Board to be entered into its journal of proceedings.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 11/30/83
SUBJECT: Equal Employment Opportunity	SUPERSEDES DATE: 10/79

**POLICY:**

The Board shall assure that equal opportunity for employment shall be provided any person who, on the basis of merit, can present satisfactory evidence of qualifications for the position to be filled. All personnel actions will be without consideration of race, color, sex, religion, age, marital status, disability, or national origin.

**PROCEDURE:**

The Executive Director will be responsible for ensuring that all personnel policies, practices and actions are non-discriminatory are in conformity with all applicable state, federal and local laws regarding equal opportunity.

The Executive Director will ensure that all the Board's policies are in conformity with all applicable state, federal and local laws regarding equal opportunity.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 6/27/84
SUBJECT: Affirmative Action	SUPERSEDES DATE: 10/31/83

**POLICY:**

The ADAMHS Board is committed to insuring equal opportunity and non-discrimination for all its employees and applicants for employment consistent with applicable Federal, State and local laws. In addition, the Board will take affirmative action to clearly reflect an accurate distribution and utilization of all protected groups as employees and board members. This plan is aimed at achieving and maintaining a work force and board membership whose ethnic composition and minority balance is reflective of Montgomery County.

This policy shall apply to all levels of employment, including recruitment, selection, placement, opportunities for advancement, training and education.

The Board also affirms as a goal that its own Board composition will be reflective of the sexual and minority population of the County insofar as the Board is able to impact upon such.

The Executive Director of the ADAMHS Board is responsible for implementing the Affirmative Action Program. He/she is responsible for ensuring the adequate records are maintained and analyzed to evaluate the Board's achievement of its affirmative action plan goals.

The Ad Hoc EEO Committee of the ADAMHS Board is designed as that group to recommend policy and assist the Executive Director in implementing the program.

The Executive Director may designate an Affirmative Action Representative to carry out the daily activities related to the Program.

**PROCEDURE:**

The Executive Director shall cause an affirmative action plan and program to be instituted and updated annually to coincide with the Board's fiscal year.

The affirmative action plan shall be reviewed by the EEO Committee and recommended to the ADAMHS Board for approval.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 6/27/84
SUBJECT: Affirmative Action Continued	SUPERSEDES DATE: 10/31/83

The affirmative action policy statement shall be communicated to all current employees annually, as well as, to all new employees when hired.

The affirmative action plan will be kept on file in the Executive Director's Secretary's office, for public/employee review during normal business hours.

Any applicant or employee who feels that he/she has been discriminated against through any personnel action of the ADAMHS Board with regard to race, color, national origin, sex, age, disability, sexual orientation, or veteran status, shall utilize the following grievance procedure.

A. The aggrieved employee/applicant shall submit in writing within seven (7) working days of the occurrence that gave rise to the grievance, the specific cause(s) for his/her dissatisfaction, the person(s) who took the action giving to the grievance and any other particulars. This shall be submitted to the Affirmative Action Representative.

B. The Affirmative Action Representative shall supply the Executive Director with a copy of the grievance.

C. Within fourteen (14) working days after receipt of the grievance, the employee/applicant will be given a meeting with the Affirmative Action Representative and the person(s) named in the grievance. The AAR officer shall advise the aggrieved employee/applicant of his/her right to file a grievance with the U.S. Health and Human Services Department, Office of Civil Rights within 180 days of the alleged act. Also, the AAR officer shall advise the grievant of his/her right to file a grievance with the Office of Civil Rights Commission and the Equal Opportunity Commission within 180 days of the alleged act. If the matter is resolved at this point, a written report to that effect will be compiled by the Affirmative Action Representative and signed by all parties. Once the aggrieved applicant/employee signs such a report, he/she will forfeit the opportunity to continue that particular grievance. (NOTE: this forfeiture relates only to the incident, which precipitated that particular grievance; it does not remove the applicant/employee's rights to file a grievance related to another incident.)

If the grievance is not resolved at this point, a written account of the meeting will be prepared by the Affirmative Action Representative, agreed to, and signed by all parties present. This report will be submitted to the Executive Director for step D.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 6/27/84
SUBJECT: Affirmative Action Continued	SUPERSEDES DATE: 10/31/83

D. In the event that the grievance has not been resolved, the aggrieved applicant/employee will request a hearing with the Executive Director within seven (7) working days of the meeting outlined in Step C. The Executive Director will hold a hearing with the aggrieved employee/applicant and all persons who have knowledge of or were involved. If the grievance is resolved at this point, a written report will be compiled by the Executive Director and signed by all parties to the effect that the grievance has been resolved. Once the grievant signs such a report, he/she will forfeit the opportunity to continue that particular grievance.

If the grievance is not resolved at this point, the Executive Director will prepare a written account of the hearing.

E. In the event that the grievance has not been resolved, the applicant/employee may request a hearing before the EEO Committee of the ADAMHS Board. Such a request shall be served upon the Chair of the Committee within seven (7) working days of the meeting with the Executive Director. The EEO Committee shall hold a hearing within fourteen (14) days of service of the request. The employee/applicant shall have the right to present his/her own testimony to the EEO Committee concerning the alleged grievance, present witnesses, and have a representative of his/her own choice present. The same rights apply to the respondent.

The EEO Committee shall have the right to question the aggrieved employee/applicant and all witnesses.

In the event that the applicant/employee has filed with the NRLB, OCRC or EEOC, a copy of that complaint and any other which the applicant/employee has filed should be furnished to the EEO Committee of the ADAMHS Board.

The EEO Committee shall render a decision regarding the alleged discrimination on the day of the hearing, which shall be reduced to writing within 72 hours.

F. If the aggrieved applicant/employee does not feel that the EEO Committee to the applicant/employee's satisfaction has resolved the grievance, he/she may request a hearing before the ADAMHS Board within seven (7) working days of the EEO Committee hearing. This hearing before the ADAMHS Board shall take place within 45 days after notification by the aggrieved applicant/employee.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 6/27/84
SUBJECT: Affirmative Action Continued	SUPERSEDES DATE: 10/31/83

The Board shall render a decision on the day of the hearing.

G. The decision of the Board shall be considered the final internal resolution of the grievance.

H. Failure on the part of the ADAMHS Board to act within any of the time limits outlined above resolves the grievance in the favor of the grievant. Failure on the part of the grievant to act at any level within the time limits outlined above resolves the grievance against the grievant.

The AAR officer shall at the conclusion of the above-described process once again inform the aggrieved employee/applicant that he/she may file a grievance with the following governmental agencies within 180 days of the alleged act:

Patty Stultz, ADAMHS Board AAR Officer  
409 E. Monument Ave.  
Dayton, OH 45402  
937-443-0416

Office for Civil Rights  
Dept. for Health & Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
312-866-2359

Equal Employment Opportunity Commission  
513-684-2581

Ohio Civil Rights Commission  
937-285-6500

# **EEO Policy Statement for Employees**

**Date:** July 1, 2003  
**From:** Executive Director  
**To:** All Employees  
**Subject:** Equal Employment Opportunity

It is the policy of the Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County to take affirmative action in accordance with all applicable federal and state laws, rules, regulations and guidelines. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability or age (40 years or more) is illegal.

The Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County has developed an affirmative action plan to correct any existing problem areas and to improve its equal employment opportunity program. Dissemination of this policy statement to employees as well as to recruit sources and displaying posters from the Ohio Civil Rights Commission and the Equal Employment Opportunity Commission are two methods of publicizing our commitment to equal employment opportunity.

Persons who believe that the Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County has discriminated against them in employment, may file a discrimination complaint. Once the complaint is filed, every effort shall be made to resolve it within the time frames established by the Board's grievance procedures.

All personnel of the Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County are asked to assist in this effort to achieve equal employment opportunity. Any willful or deliberate violation of this policy by an employee of the Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County will be cause for disciplinary action.

Patty Stultz is the designated EEO Officer for this agency.

## **AFFIRMATIVE ACTION PROGRAM**

### **I. STATEMENT OF POLICY**

The ADAMHS Board for Montgomery County is committed to ensuring equal opportunity and participation to all of its volunteers, employees, and applicants for employment consistent with applicable federal, state, and local laws. The Board will take Affirmative Action to insure that each employee, volunteer, and applicant will be accorded equal treatment with respect to all terms, conditions, and privileges of employment. This policy applies to all levels of administration regardless of race, sex, religion, national origin, disability or age of the employee and volunteers.

### **II. RESPONSIBILITY**

The Chairperson of the Board is responsible for implementing the Affirmative Action Program. He/she is responsible for insuring equal opportunity for all volunteers.

The Personnel Committee of the Board is designated as that group to recommend policy and assist the Executive Director in implementing the plan.

The Executive Director of the Board shall be responsible for providing equal opportunity employment to all employees of the Board with regard to recruitment, employment, and promotion. He/she will regularly review the progress of the Affirmative Action Program to insure that equal opportunity exists in fact.

### **III. DISSEMINATION OF POLICY**

The Board will continue to emphasize and communicate its philosophy of equal employment opportunity and Affirmative Action on a continuing basis to all relevant audiences.

- A. A copy of this document, along with a letter signed by the Executive Director of the Board will be posted on the bulletin board in the Board offices.
- B. The policy is specifically included in the personnel manual and will be a continuing and essential component of the personnel policies and procedures.
- C. It will be publicized in the organization's newsletter and other new media.
- D. A copy of this document will be given to every employee and be issues to all persons engaged in the recruitment, hiring, placement, training, and education of employees.
- E. The policy will be discussed in employee orientations and all training programs and in appropriate management and supervisory meetings, so that the organization policy is made clear.
- F. Equal opportunity clauses will be incorporated in all purchase orders, contracts, advertising, and so forth.

### **IV. GOALS**

The Board intends through this Affirmative Action Program to clearly reflect an increased distribution and utilization of women and minority group employees and volunteers.

This plan is aimed at achieving and maintaining an employee and volunteer force whose ethnic composition and minority balance is reflective of Montgomery County.

V. **VOLUNTEERS**

The Board reaffirms that as a goal, the volunteer Board will reflect the ethnic minority balance in the area.

VI. **IMPLEMENTATION**

- A. Dissemination of the Board Affirmative Action Program to all staff, Board members, member agencies and other appropriate groups will be accomplished immediately.
- B. The Personnel Committee will periodically review the progress that is being achieved in attaining established goals and objectives with the Board and staff.

VII. **COMPLIANCE**

An acceptable Affirmative Action Program should comply with current federal standards.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 11/30/83
SUBJECT: Initiation of Revisions / Additions	SUPERSEDES DATE: 10/79

**POLICY:**

The Personnel Committee of the Board shall be responsible with Executive Director for the development, recommendations and review of the Board's personnel policies and procedures. The Board shall revise the personnel policies and procedures when it deems appropriate.

**PROCEDURE:**

Revisions and/or additions to the personnel policies and procedures should be recommended by the Personnel Committee in writing and submitted to the Board for approval.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - II
PROCEDURE: Responsibility for Personnel Function	EFFECTIVE DATE: 11/30/83
SUBJECT: Employee Revisions / Additions	SUPERSEDES DATE: 10/79

**POLICY:**

The employed staff of the Board, in addition to the Executive Director, shall be afforded the opportunity to suggest revisions and additions of the personnel policies to the Personnel Committee.

**PROCEDURE:**

1. Board employees may attend Personnel Committee meetings to recommend changes and/or additions to the Board's personnel policies and procedures. All recommended changes by Board employees shall be submitted in writing to the Personnel Committee, but not considered or discussed by the Personnel Committee at the meeting at which they are presented.