

The rest of the staff reports directly to the Executive Director. In the absence of the Executive Director, all staff reports to the Childcare Director, and in his/her absence then the Office Manager is in charge.

III. AFFIRMATIVE ACTION, NON-DISCRIMINATION AND RECRUITMENT POLICIES

A. Affirmative Action Plan/Non-Discrimination Policy

1. Monroe County United Ministries shall not discriminate against any current or potential client, applicant, employee, member, volunteer or participant on the basis of race, color, marital, parental or familial status, religion, gender identity, sex, sexual orientation, national origin, nationality, age, disability, ancestry, reprisal, political beliefs, or any legally prohibited classification.
2. Hiring and promotion of individuals shall be based upon job related skills and qualifications.
3. The Affirmative Action Plan shall be cited in the employee handbook, printed on agency job applications and internal job postings. All advertisements for openings shall state Monroe County United Ministries is an Equal Opportunity Employer (EOE).
4. Position openings are available in-house as well as available to the public. Recruitment shall be done on a basis that reasonably notifies all qualified applicants of position openings. Public advertisement for position openings will occur for no less than three (3) days.
5. Employees or applicants for employment who believe that they have been denied an equal employment opportunity in any manner because discrimination should seek to resolve the issue first with the appropriate program director or coordinator. If the issue is still unresolved, the matter should be brought to the Executive Director. If unsuccessful, the Executive Director will refer the complaint to the Personnel Committee of the Board of Directors. The entire process shall be completed within a reasonable time and with respect for privacy.

B. Recruitment

1. The Executive Director is employed by the Board of Directors and is authorized to employ or dismiss all other personnel.
2. All prospective employees will complete, in its entirety, an agency application form and will certify by signature that the information given is correct. Any falsification or misrepresentation of information on the application will result in not hiring or immediate dismissal if discovered after employment, regardless of the date of discovery.
3. References will be requested to evaluate the applicant's experience and personal qualifications, with specific references to the function of the position.
4. Applicants for childcare positions must meet the requirements for employment set forth by the licensing regulations for childcare centers. This includes but may not be limited to the following: education requirements, a certificate of health signed by a physician, a negative TB test (or statement of health from a physician for positive testers), a negative national fingerprint screening, and a negative five panel drug test. Pediatric First Aid/CPR certifications must be obtained within 6 months of date of hire. Employees may be reimbursed at the end of their probationary period for all or part of the expenses of the drug test, the certificate of health and the TB test based on a fixed schedule. Reimbursement will be made on the first pay period following the pay period that includes their 90th day of employment.