

MOUNT ROGERS COMMUNITY SERVICES BOARD

TITLE: Equal Opportunity Employment

SUBJECT: Equal Opportunity/Affirmative Action Employer

I. DEFINITIONS:

Full-time Employee – An employee who receives salaried wages based on the standard work week including contract employees who receive pro-rated salaried wages and benefits.

Part-time Employee – An employee hired for a set number of hours on a regular schedule at a single program. Part-time employees are paid an hourly wage.

Hourly Employee – An employee hired to work on an as needed basis and is paid an hourly wage.

II. PROCEDURE STATEMENT:

Mount Rogers Community Services Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Mount Rogers Community Services Board complies with applicable laws governing nondiscrimination in employment. This procedure applies to all conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Mount Rogers Community Services Board expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty or veteran status. Improper interference with the ability of Mount Rogers Community Services Board's employees to perform their expected job duties is absolutely not tolerated.

The Human Resources Director shall serve as the Agency's designated EEO Officer and is vested with the responsibility of overseeing adherence to the Equal Employment Opportunity Procedure.