

LEARN

AFFIRMATIVE ACTION PROCEDURES

LEARN has established the following procedures to recruit, hire, train and promote qualified job applicants without regard to race, religion, color, age, sex, national origin, marital status or handicap. Practices related to these procedures include, but are not limited to: compensation benefits, transfers, reduction in force, employment upgrading, layoffs, returns from layoffs, demotions, termination, training, and advertising.

To demonstrate its commitment to equal opportunity, LEARN will take positive steps to implement the affirmative action process and publicly acknowledge its commitment to achieving full and fair participation of all citizens.

I. Procedures

- A. LEARN will disseminate its policy internally through posting in the Central Office, availability at every program site, and public advertising.
- B. LEARN does not discriminate against any person because of race, color, religion, age, sex national origin, or handicap. This statement is included in publications, promotional brochures, and fliers.
- C. The Executive Director is responsible for establishing, maintaining, and carrying out affirmative action efforts to promote equal employment opportunity for LEARN. The Executive Director may delegate this responsibility.
- D. A grievance procedure has been established and is available upon request to the Center Office.
- E. A compliance Officer has been selected to receive inquiries, hear complaints, and to respond to Equal Employment Opportunity/Affirmative Action matters.
- F. Guidelines regarding the hiring process have been established.
 1. In the case of promotion or transfer, LEARN may choose not to advertise and, instead, fill those positions from within. Positions resulting from such actions shall be filled following LEARN Affirmative Action Policy and Procedures.
 2. A vacancy announcement will be the primary resource for affirmative action recruitment. This announcement may be supplemented through advertising in a local newspaper, contacting career/placement centers, and through other referring agencies. Announcements will be sent to agencies in communication with protected groups.

Affirmative Action Procedures (page 2)

3. A position will be posted through vacancy announcements for at least two weeks before it can be filled. Applicant pools created by similar vacancy announcements may be used directly to fill other comparable positions. Applicant pools are maintained through the Personnel Director as well as with program operators.
4. A pool of applicants will be established when filling a position that has not been filled internally through transfer or promotion. Candidates will be selected on the basis of qualifications for interviews.
5. Once a candidate has been identified for employment, the Executive Director will ensure that the following has taken place before hiring:
 - a. That a vacancy announcement was developed and posted.
 - b. That the vacancy announcement was sent to agencies who could assist by identifying qualified candidates for affirmative action.
 - c. That an ad was published and widely disseminated.
6. The Executive Director may waive requirements concerning the vacancy announcement and applicant pool in emergency situations.
7. LEARN will not knowingly do business with vendors who practice discrimination.

Procedures adopted: October 11, 1990
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