

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Equal Employment Opportunity	
Procedure No. 3122-00-01	Eff. Date: 8/9/2010
Implements Board Policy (ies) <u>3122- Nondiscrimination & Equal Employment Opportunity</u>	Last Reviewed: <u>3/21/2018</u>

1. Background

<p>Describe relevant background to the implementation of the policy.</p> <p>The Board of Education provides equal employment opportunities to all applicants for employment.</p>
--

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
<p>Describe responsibilities:</p> <p>Administers all personnel practices such as recruiting, hiring, promotions, and other terms, conditions, and privileges of employment so as not to discriminate on the basis of race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, age, physical or mental disability, or status as a disabled veteran or veteran of the Vietnam era.</p>	

3. Action Steps

<p>Describe the action steps relevant to the implementation of the policy.</p>
--

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Employment Checklists	Documents requested during the hiring process	6/6/2018
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.