

# Kentucky River Community Care, Inc., (KRCC) Equal Employment/ Affirmative Action Plan

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## **Equal Employment Opportunity Policy Statement**

Opportunity for employment with KRCC shall be open to any person who, on the basis of their qualifications and professional competence, is qualified for the position.

It is the policy of KRCC not to discriminate against any qualified employee or applicant for employment because of race, religion, color, national origin, sexual orientation, gender identity, marital status, sex, age, pregnancy, or because they are a qualified individual with a disability, a disabled veteran, a newly separated veteran, a campaign veteran, or an armed forces service medal veteran (i.e., qualified protected veterans), tobacco-smoking status, genetic information, pregnancy, childbirth or related medical conditions. It is also the policy of KRCC to take affirmative action to employ and to advance in employment, all persons regardless of their status as qualified individuals with disabilities or qualified protected veterans, or other protected class and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, terms, conditions and privileges of employment including but not limited to recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training and apprenticeships at all levels of employment and access to and use of physical facilities.

Employees of and applicants to KRCC will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have sought to obtain their legal rights related to any Federal, State, or local law regarding Equal Employment Opportunity.

Any employee or applicant, who feels that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of their disability or qualified protected status, should contact the President of Personnel Management at 606-439-0270 for assistance.

KRCC is committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, the President of Personnel Management is the Equal Employment Opportunity (EEO) Manager for KRCC.

In furtherance of KRCC policy regarding Affirmative Action and Equal Employment Opportunity, KRCC has developed a written Affirmative Action Plan which sets forth the policies, practices and procedures which KRCC is committed to applying in order to ensure its policy of non-discrimination and affirmative action. This Affirmative Action Plan is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Corporate Office. Interested persons should contact the President of Personnel Management at 606-439-0270 for assistance.

## **Review of Personnel Processes**

KRCC reviews annually its personnel processes to determine whether its present procedures assure careful, thorough and systematic consideration of the qualifications of known qualified individuals with disabilities and qualified protected veterans. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as all training opportunities offered or made available to employees.

Based upon KRCC review of its personnel processes, KRCC will modify the personnel processes when necessary, and will include the development of new procedures in this Affirmative Action Plan to ensure equal employment opportunity. Processes established Dec.16, 2010 to be implemented January 1, 2011. The most recent subsequent review and update took place on May 28, 2024.

## **Review of Physical and Mental Job Qualification Standards**

All job qualification requirements have been reviewed and were found to be job-related and consistent with business necessity and safety.

KRCC will continue to review job qualification requirements whenever a job is vacated and the company intends to fill it through either hiring or promotion and will conduct a qualifications review whenever job duties change.

No pre-employment physical examinations or questionnaires are used as a qualifying condition of employment.

If at any time in the future, KRCC should inquire into an employee's physical or mental condition or should conduct a medical examination prior to a change in employment status, KRCC affirms that information obtained as a result of the inquiry will be kept confidential, except as otherwise provided for in the Section 503 regulations. The results of the examination or inquiry will be used in accordance with the Section 503 Regulations.

## **Reasonable Accommodation to Physical and Mental Limitations**

KRCC commits to making a reasonable accommodation to the known physical and mental limitations of qualified individuals with disabilities and qualified disabled veterans, and other protected classes unless such accommodation would impose an undue hardship on the conduct of its business. In determining the extent of its obligation, KRCC will consider business necessity and financial costs and expenses, among other factors.

## **Harassment Prevention Procedures**

Employees of and applicants to KRCC will not be subject to sexual harassment or any other unlawful harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding Equal Employment Opportunity for qualified individuals with disabilities or qualified protected veterans. Any employees or applicants who feel that they have been subject to sexual harassment or any other unlawful harassment, intimidation, threats, coercion, or discrimination because of their disability status as a qualified protected veteran, age, race, religion, color, national origin, sex or sexual orientation, gender identity or marital status, pregnancy, childbirth, or related medical conditions should contact the President of Personnel Management at 606-439-0270 for assistance. This policy is communicated to all employees upon hire and to supervisors at periodic trainings, posted in the personnel office and posted on the agency web site.

## **External Dissemination of Policy, Outreach and Positive Recruitment**

All recruiting sources, including State employment agencies have been informed of the company's policy concerning the employment of qualified individuals with disabilities and qualified protected veterans.

KRCC lists all employment openings with the State Employment Service / Career Center and posts on the personnel management agency's website, social media and electronic media recruitment platforms.

Contacts are maintained with representatives from recruitment sources and placement agencies, which include discussion of current and prospective position openings, job descriptions and required qualifications and explanations of KRCC selection procedures. Arrangements have been made to ensure that each recruitment source is provided with timely notice of job opportunities, to ensure that recruitment sources have an opportunity to refer qualified candidates.

KRCC participates in job fairs and post-secondary educational institution career events at the local and state levels.

The equal employment opportunity clause concerning the employment of qualified individuals with disabilities and qualified protected veterans and other protected classes are included in:

- Job Postings
- All Advertisements
- Employment Applications
- Job Descriptions
- Vendor/Supplier Payments
- Leases
- Contracts
- Purchase Order over \$100.00

## **Internal Dissemination of Policy**

The Equal Employment Opportunity Policy Statement has been included in our employee personnel policy handbook and a copy is distributed to each employee upon hire.

Copies of our affirmative action plan will be made available for inspection to any employee or applicant, upon request, during normal business hours, Monday – Friday between the hours of 8:00a.m. – 4:30 p.m., to promote understanding, acceptance, and support. Policies are re-emphasized to managers and supervisors at periodic trainings.

KRCC's Affirmative Action policy and the Equal Employment Opportunity poster are posted on bulletin boards located throughout our facilities.

All applicants who believe they are a qualified individual with a disability, as defined in Section 503 of the Rehabilitation Act of 1973, as amended, or who are a qualified protected veteran under the equal employment opportunity provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, have been invited to identify themselves if they wish to benefit under this affirmative action plan. Such invitation has been posted on bulletin boards throughout the facility and work areas. Employees may self-identify at anytime.

All employees are advised of the company's policy and encouraged to aid in KRCC's affirmative action efforts to ensure a fair and effective program.

When making internal Equal Opportunity audits, implementation of this affirmative action plan will be reviewed.

This facility's Recruiting Manager works with vocational rehabilitation agencies in hiring qualified individuals with disabilities and qualified special disabled veterans and have received training regarding reasonable accommodation.

Articles (and pictures) regarding accomplishments of employees who are qualified individuals with disabilities and qualified protected veterans shall be included in Company and/or facility publications.

The policy is posted on the agency web site.



## **Audit and Reporting Systems**

The President of Personnel Management has the responsibility for ensuring the development and preparation of the formal documents of the Affirmative Action Plan. The President of Personnel Management is responsible for ensuring the effective implementation of the Affirmative Action Plan; however, responsibility is likewise vested with each supervisor. KRCC's audit and reporting system is designed to:

- Measure the effectiveness of the Affirmative Action Plan/Equal Employment Opportunity program;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which KRCC's Affirmative Action Plan goals and objectives have been obtained.

The following activities are reviewed at least annually to ensure freedom from stereotyping qualified individuals with disabilities and qualified protected veterans, and other protected classes, in any manner, including that which may limit their access to any job for which they are qualified:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, upgrading, layoff, recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Job assignments, job classifications, job descriptions;
- Paid Time Off and any other Leave;
- Training; and
- Any other term, condition, or privilege of employment.

KRCC's audit system includes monthly reports to the Executive Director and Board an annual report documenting KRCC's efforts to achieve its Equal Employment Opportunity/Affirmative Action Plan responsibilities. Supervisors are asked to report any current or foreseeable Equal Employment Opportunity problem areas and are asked to outline their suggestions/recommendations for solutions. If problem areas arise, the supervisor is to report problem areas immediately to Personnel Management. During reporting, the following occurs:

1. The President of Personnel Management will discuss any problems relating to significant rejection ratios, Equal Employment Opportunity charges, etc., with the appropriate supervisor; and
2. The President of Personnel Management will report the status of the KRCC's Affirmative Action Plan goals and objectives to the appropriate supervisor. The President of Personnel Management will recommend remedial actions for the effective implementation of the Affirmative Action Plan.

The audited reporting system was reviewed December 16, 2010 to be implemented January 1, 2011. Subsequent review took place on August 20, 2012, July 23, 2013, April 21, 2015, April 25, 2017, and September 25, 2018; August 27, 2019, July 27, 2021, June 28, 2022, and June 27, 2023; May 28, 2024.

## **Responsibility for Implementation of Affirmative Action Plan**

### **Responsibilities of the Equal Opportunity Manager**

In furtherance of KRCC's commitment to Affirmative Action and Equal Employment Opportunity for qualified individuals with disabilities, qualified protected veterans, and other protected classes, the President of Personnel Management has the responsibility for designing and ensuring effective implementation of KRCC's Affirmative Action Plan. These responsibilities include, but are not limited to:

1. The development of the Affirmative Action Plan for individuals with disabilities, protected veterans and other protected classes, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with KRCC's affirmative action obligations;
3. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur;
4. Assisting in the identification of problem areas and the development of solutions to those problems;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit-and reporting-system that measures the effectiveness of the program;
6. Keeping the supervisors of KRCC informed of equal opportunity progress and problems within the company through annual reports;
7. Providing supervisors with a copy of the Equal Employment/ Affirmative Action Plan reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the plan;
8. Reviewing the company's Affirmative Action Plan for qualified individuals with disabilities and qualified protected veterans with supervisors to ensure that the policy is understood and is followed in all personnel activities;
9. Auditing the contents of company bulletin boards annually to ensure that compliance information is posted and is up-to-date;
10. Serving as liaison between KRCC and enforcement agencies; and

11. Serving as liaison between KRCC and organizations for qualified individuals with disabilities qualified protected veterans and individuals in other protected classes.
  
12. Analyze the reasons given for transfers, separations and disciplinary actions and report such analysis to the appropriate executive level supervisors.
  
13. Serving as a liaison for employee's grievances.

## **Responsibilities of Supervisors**

Supervisors are advised annually of their responsibilities under the company's Affirmative Action Plan for qualified individuals with disabilities and qualified protected veterans, and individuals in other protected classes, and of their obligations to:

1. Review the company's Affirmative Action Plan for qualified individuals with disabilities and qualified protected veterans, and individuals in other protected classes with subordinate supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Assist in the identification of problem areas, formulate solutions, and make recommendations to the President of Personnel Management;
3. Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur; and
4. Review all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.
5. The Supervisor of a position will ensure that physical facilities, job placement and work are not assigned on a discriminatory or desegregated basis; and that work assignments are meaningful, contribute to the-program's goals and offer the maximum opportunity for career advancement of employees.
6. The Supervisor will designate employees with appropriate abilities as personnel counselors to help new employees adjust to the work environment and to counsel employees on equal employment.
7. The Supervisor will ensure that all new employees attend an orientation period at which time the subject of human relations shall be discussed.
8. The Supervisor will evaluate all training programs, including methods used, types of training, techniques used and relevance to work situations of the employee during the training period.
9. The Executive level supervisor, or their appointed representative, will ensure that there are no discriminations in the selection of trainees for educational leave or participation in any educational or training program participated in by this Agency.

## **Training to Ensure Affirmative Action Plan Implementation**

Training is provided to all personnel involved in the recruitment, screening, hiring, promotion, disciplinary and related employment processes, to ensure that the commitments made in KRCC's Affirmative Action Plan are implemented.

## Invitation to Self-Identify for Qualified Protected Veterans

1. KRCC conducts personnel management for a federal contractor that is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires federal contractors to take affirmative action to employ and advance in employment, qualified disabled veterans and qualified protected veterans.
2. **An invitation to veterans of the Vietnam era only:** If you are a veteran of the Vietnam era, we would like to include you under our affirmative action plan. If you would like to be included under the affirmative action plan, please tell us. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

**An invitation to qualified disabled veterans only:** If you are a qualified special disabled veteran, we would like to include you in our affirmative action plan. If you would like to be included under the affirmative action plan, please tell us. This information will assist us in placing you in an appropriate position and in making accommodations for your disability. The term "qualified special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

**An invitation to both (1) veterans of the Vietnam era and (2) qualified disabled veterans:** If you are a veteran of the Vietnam era or a qualified special disabled veteran, we would like to include you under our affirmative action plan. If you would like to be included under the affirmative action plan, please tell us. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged

or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. The term "qualified special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs, for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

3. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.
4. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
5. The information you submit will be kept confidential, except that (i) supervisors may be informed regarding restrictions on the work or duties of qualified disabled veterans, and regarding necessary accommodations; (ii) government officials engaged in enforcing laws administered by Office of Federal Contract Compliance Program, or enforcing the Americans with Disabilities Act, may be informed.
6. If you are a qualified special disabled Veteran it would assist us if you tell us about any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.
7. A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, Monday – Friday between the hours of 8:00a.m. – 4:30p.m., in the Corporate Office. Interested persons should contact the President of Personnel Management at 606-439-0270 for assistance.



## **Invitation to Self-Identify for Individuals with Disabilities**

1. KRCC conducts personnel management for a Government contractor that is subject to section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.
2. If you have a disability and would like to be considered under the affirmative action program, please tell us.
3. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.
4. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act.
5. Information you submit about your disability will be kept confidential, except that (i) supervisors may be informed regarding restrictions on the work or duties of qualified individuals with disabilities, and regarding necessary accommodations; (ii) government officials engaged in enforcing laws administered by Office of Federal Contract Compliance Programs or the Americans with Disabilities Act, may be informed.
6. If you are a qualified individual with a disability, we would like to include you under the affirmative action plan. It would assist us if you tell us about any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.
7. A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, Monday – Friday between the hours of 8:00a.m. – 4:30p.m., in the Personnel Management Office. Interested persons should contact the President of Personnel Management at 606-439-0270 for assistance.