

Firetree, Ltd. Policy and Procedure Manual
Authority: Facility Executive Director

Policy #: 11-033

Date: 2/7/03

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Subject: Personnel Management/Affirmative Action, Equal Opportunity

Policy: Firetree, Ltd. is an Equal Opportunity Employer and has a non-discrimination policy that adheres to all Federal and State laws relating to employment practices affecting minorities, women, and the physically challenged. Each staff position has specific responsibilities and qualifications (i.e. Baccalaureate degree in Human Services or related field, high school diploma for Monitors, etc.)

The organization avoids discrimination against any employee or applicant for employment because race, color, religion, sex, national origin, age, life style, affection/sexual preference, handicap or ancestry.

Scope: All staff employed at Firetree, Ltd. are responsible for the implementation and compliance of this policy and procedures. The Facility Director shall monitor for compliance.

Procedure:

Affirmative Action/ Equal Opportunity Policy

In order to avoid discrimination against any employee or applicant for employment because race, color, religion, sex, national origin, age, life style, affection / sexual preference, handicap or ancestry, the official policy of all drug and alcohol programs that operate under Firetree Ltd. will be to:

- Recruit, hire, and promote for all job classifications without regard to the aforementioned factors.
- Base employment practice decisions on factors which further the principles of equal employment opportunity.
 - A. **Recruitment:** Recruitment generates applicants primarily through established agencies such as the Job Center, College Placement Services, and Media Advertisement (with EOE stipulated). A file of accepted resumes and applications is maintained for one year and drawn from as position openings occur.
 - B. **Selection:** Selection of employees is based on written documents such as application, resume, military DD-214 discharge, diplomas, etc., and on documentation of an employment interview. Qualified applicants have interviews with staff of supervisory level. Applicants deemed qualified for employment by

the interview have employment and personal references and a law enforcement background check completed and documented. The Executive Director based on information generated during this process will make final selection. Firetree Ltd. facilities do not discriminate against or exclude from employment qualified ex-offenders but Firetree, Ltd. employees, as a condition of its jurisdictional contracts, must pass a National Crime and Information Center (NCIC) check. Potential employees must pass a pre-employment drug-screening test.

C. **Promotion:** Promotion is based on the following factors:

- Qualification for the position;
- Evaluation of work performance;
- Impression for future performance;
- Demonstration of loyalty; and,
- Seniority.

When a position opens the vacancy and its corresponding qualifications is conspicuously posted on the staff bulletin board. Qualified individuals may submit an Internal Application to the Executive Director to be considered for the opening. The Executive Director will consider the employee for promotion in the selection process. Executive Director and Assistant Director position applicants require Executive Committee approval

- Insure that those promotion decisions are in accord with principles of equal employment by imposing only valid requirements for promotional opportunities.
- Insure that all other personnel and management decisions, such as compensation, benefits, transfers, layoffs, return from layoff, agency-sponsored training, education's, tuition assistance and social / recreational programs, shall be administered with regard to the aforementioned factors.
- Create and maintain a work climate that is free from discrimination and harassment of any employee.
- Insure that a qualified handicapped individual will not solely by reason of his/her handicap be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program receiving drug and alcohol funds.

All violations of this policy will be met with appropriate actions, as stipulated by state regulations.

The overall responsibility for this policy has been assigned to each of the Facility Executive Directors. The Facility Executive Director is responsible for the implementation of the agency's Affirmative Action / Equal Employment Opportunity Program.

If any employee or potential employee has any suggestions, problems or complaints with regard to equal employment, they should feel free to contact the Executive Director. The Proprietorship may be contacted at 1829 North Front Street, Harrisburg, Pennsylvania. Telephone (717) 236-4100.

All personnel actions will be analyzed regularly (at least annually) to insure that this policy is being adhered to.