

**Welcome to Equal
Employment Opportunity
Training**

Equal Employment Opportunity Protects You

Under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act and the Age Discrimination in Employment Act, it is illegal to discriminate in any aspect of employment, including:

- Hiring and firing
- Compensation, assignment or classification of employment
- Transfer, promotion, layoff or recall
- Job advertisements
- Recruitment

It is illegal to discriminate in:

- Testing
- Use of company facilities
- Training and apprenticeship programs
- Fringe benefits
- Pay, retirement plans and disability leave
- Other terms and conditions of employment

Discriminatory Practices Prohibited by Law Include

- Harassment on the basis of race, color, religion, sex, national origin, disability or age
- Retaliation for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices

Discriminatory Practices Prohibited by Law Include

- Employment decisions based on stereotypes or assumptions about abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group or individuals with disabilities
- Denying employment opportunities because of marriage to or association with a protected class

Discriminatory Practices Prohibited by Law Include

- Discrimination because of participation in schools or places of worship associated with a particular race, ethnic, or religious group

Discriminatory Practices Prohibited by Law Include

- Discrimination against an individual because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group

OR

- A rule requiring that employees speak only English on the job may violate Title VII unless the employer shows that the requirement is necessary for conducting business.

Discriminatory Practices Include

- Religious Accommodation
 - An employer is required to reasonably accommodate the religious belief of an employee or prospective employee, unless doing so would impose an undue hardship.

Discriminatory Practices Include

- Sex Discrimination – Title VII’s broad prohibitions against sex discrimination specifically cover:
 - Sexual Harassment
 - This includes practices ranging from direct requests for sexual favors to workplace conditions that create a hostile environment for persons of either gender, including same sex harassment.

Sex Discrimination Includes

- Pregnancy Based Discrimination
 - Pregnancy, childbirth, and related medical conditions must be treated in the same way as other temporary illnesses or conditions.

Age Discrimination in Employment Act

- Prohibits statements or specifications in job notices or advertisements of age preference and limitations. An age limit may only be specified in the rare circumstances where age has been proven to be a bona fide occupational qualification (BFOQ).
- Prohibits discrimination on the basis of age by apprenticeship programs and denial of benefits to older employees.

Equal Pay Act

- The Equal Pay Act (EPA) prohibits discrimination on the basis of sex in the payment of wages or benefits where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

Americans with Disabilities Act

- The ADA prohibits discrimination on the basis of disability in all employment practices.

Disability

- An individual with a disability under ADA is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Qualified Individual with a Disability

- A qualified employee or applicant with a disability is someone who satisfies skill, experience, education, and other job related requirements of the position held or desired and who, with or without reasonable accommodation, can perform the essential functions of the position.

Reasonable Accommodation

- Reasonable accommodation may include, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters.

Undue Hardship

- An employer is required to make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operation of the employer's business. Undue hardship means an action requires significant difficulty or expense when considered in relation to factors such as business' size, financial resources, and the nature and structure of its operation.

The Civil Rights Act of 1991

- The Civil Rights Act of 1991 made major changes in the federal laws against employment discrimination enforced by the EEOC. The Act authorizes compensatory and punitive damages in cases of intentional discrimination, and provides for obtaining attorney's fees and the possibility of jury trials.

ADH's EEO/Affirmative Action Policy

- The Arkansas Department of Health's EEO/Affirmative Action policy is applicable to all employees, applicants seeking employment within ADH and all persons or organizations seeking or receiving services, contracts, agreements, grants, sub-grants, programs and projects funded through or from the Arkansas Department of Health.

ADH Policy

- Assures Fair and equal opportunity in employment and service delivery regardless of
 - Race
 - Color
 - Religion
 - Sex
 - Age
 - National Origin
 - Political Beliefs
 - Disabilities

ADH Policy

- Assures equal opportunity in the establishment and application of personnel policies and procedures to include:
 - Recruitment, selection, promotion, demotion, transfer and reclassification
 - Layoff and recall
 - Training
 - Termination
 - Other terms, benefits and conditions of employment

ADH Policy

- Assures non-discrimination and equal opportunity in compliance with all applicable:
 - Federal laws
 - Regulations
 - Executive orders
 - Civil rights rules or regulations

Complaints and Questions

- All complaints should be filed on the Arkansas Department of Health Grievance/Complaint Form and submitted to Human Resources.
- All inquiries should be directed to Human Resources at 501-280-4099.

Post Assessment

- Please return to A-TRAIN to complete the post assessment for this course.
- Instructions for completing the post assessment were e-mailed to you when you registered. They were attached to the registration notification.