

STATE REFUGEE OFFICE MEMO No. 1-2014

To: All Refugee Service Contract Providers

From: Marlene Myers, NC State Refugee Coordinator

Date: May 1, 2014

Subject: EEO rules and regulations/Recruitment, Posting of Vacancies, Hiring Standards & Selection Policies (Replaces SRO Memo #05-04, dated 05/18/2005)

This memorandum is a reminder to all refugee service providers under contract with the NC Division of Social Services that they are subject to rules and regulations regarding equal opportunity. This includes recruitment, posting of vacancies, hiring standards, and selection process. The State of North Carolina and its subcontractors must not discriminate when hiring or promoting any individual based on race, creed, religion, national origin, sex, age, color or disability.

When dealing with **recruitment**, the employment of individuals shall be carried out with forethought for the balance of skills needed to sustain growth and assure future leadership. Along with fostering internal advancement opportunities, there shall be a planned and reasoned addition of persons from outside the organization who can offer scarce talent, a fresh perspective, or the latest academic knowledge.

When **posting vacancies**, the position must include at minimum: the position number, title, salary range, essential functions, knowledge and skill requirements, minimum training and experience, the application period, and the appropriate contact person. The duration of the posting is five (5) working days if posting internal to the agency only, and, seven (7) working days if posting external to the agency. Note: external postings must run concurrently with internal postings of vacancies.

It is the policy of the State that all agencies select from the most qualified persons to fill vacant positions. Employment shall be offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria. **Hiring standards** must be clearly formulated. Each position must have written minimum training and experience requirements.

Selection procedures and methods will be validly related to the duties and responsibilities of the vacancy to be filled. The individual selected for the position must be chosen from the pool of the most qualified applicants.

If you have any questions or need additional information, please do not hesitate to contact me (at 919-527-6304) or your NC State Refugee Program Consultant.

Attachment: "Equal Employment Opportunity is the Law"

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Private Employment

Employers Holding Federal Contracts or Subcontracts

State and Local Governments

Educational Institutions

Programs or Activities Receiving Federal Financial Assistance

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. Retaliation against a person who files a charge of

discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

Discrimination complaints are filed by contacting the U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.