



Ohio Administrative Code

Rule 123:1-49-03 Responsibilities of state agencies in regard to EEO.

Effective: October 25, 2020

(A) The head of each agency shall establish an agency equal opportunity program which shall include an affirmative action plan. Ultimate responsibility for the agency's equal opportunity program rests with the agency head. Each agency shall designate an agency equal employment opportunity officer who shall have sufficient knowledge and experience to handle the assignment and whose functions may include:

(1) Advising the head of the agency with respect to the preparation of equal employment opportunity programs, procedures, rules, reports, and the agency's affirmative action plan.

(2) Evaluating from time to time the sufficiency of the total agency equal employment opportunity program and reporting thereon to the head of the agency with recommendations as to any improvement or correction needed. The head of the agency shall include remedial or disciplinary actions for supervisors or managers who have failed to cooperate fully or who are in violation of the program.

(3) Make changes in programs and procedures designed to eliminate discriminatory practices when so authorized by the head of the agency.

(4) Evaluating tests, employment policies, practices and qualifications and reporting to the head of the agency and to the affirmative action and equal employment opportunity unit any such policies, practices and qualifications which have a disparate impact on minorities and women. This function shall be performed in cooperation with the affirmative action and equal employment opportunity unit of the department of administrative services.

(5) Providing for counseling of any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, or national origin (ancestry), military status (past, present or future), disability, age (forty years of age or older), genetic information, or sexual orientation.



(6) Providing for receipt and investigation of individual complaints of discrimination in personnel matters within the agency, and for attempting to resolve the complaint raised by the employee or candidate in a complaint of discrimination.

(7) Furnishing any information required by the affirmative action and equal employment opportunity unit, including but not limited to, monthly reports on all complaints pending within the agency, including those filed with the Ohio civil rights commission and the federal equal employment opportunity commission. The affirmative action and equal employment opportunity unit will provide the format in which such reports should be submitted.

(B) An equal employment opportunity officer may be named for a group of participating agencies when the agency is too small to have a full time equal employment opportunity officer.

(C) The names of the equal employment opportunity officers, their address, email address and telephone number, and any change made in their designation shall be furnished to the affirmative action and equal employment opportunity unit annually or as changes are made.