



**1125 Mitchell Court
Crystal Lake, IL 60014**

Phone (815) 338-7752

Fax (815) 526-3151

Email: kulbrich@mchenrycountyhousing.org

Equal Opportunity Affirmative Action Plan (EO/AA)



McHenry County Housing Authority
is an Equal Opportunity Provider and Employer

Table of contents

Page 3. MCHA's equal employment opportunity and reasonable accommodation policy

Page 4. MCHA's Americans with disabilities act policy

Page 7. How to submit a complaint

Page 8. Complaint form (optional)

SECTION NUMBER: 2.1

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: October 18, 2004
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY AND
REASONABLE ACCOMMODATION POLICY

Policy Statement

Housing Authority is an Equal Employment Opportunity employer. It is against the Housing Authority's policy for any employee to discriminate against an applicant for employment or another employee on the basis of race, color, and religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, or any other classification protected by applicable discrimination laws. Furthermore, no employee of the Housing Authority is to discriminate against any applicant or fellow employee on the basis of a disability or status as a disabled veteran. The Housing Authority will make reasonable accommodations, including modification of the Housing Authority policies and procedures in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship.

Scope of Policy

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Housing Authority and its employees, including but not limited to:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Housing Authority.

Procedures

The Housing Authority practices that support this policy include the following:

- The Housing Authority displays posters regarding equal employment opportunity in areas highly visible to employees.
- All Advertising for job applicants includes the statement "An Equal Opportunity Affirmative Action (EO/AA) employer."

SECTION NUMBER: 2.8

APPROVED BY: McHenry County Housing Authority
Board of Commissioners
EFFECTIVE DATE: July 19, 2004
SUBJECT: AMERICANS WITH DISABILITIES ACT

Policy

The Housing Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Executive Director of the Housing Authority will coordinate the Housing Authority's efforts to comply with and carry out its responsibilities under United States Department of Justice regulations implementing Subpart A or Title II of the Americans with Disabilities Act. Information concerning the provisions of the American with Disabilities Act, and the rights provided there under, are available from the Executive Director.

In order to provide for the prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Subpart A of Title II of the Americans with Disabilities Act, the Housing Authority has adopted the following grievance procedures.

Purpose

Title II of the Americans with Disabilities Act states, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination" in programs, services, or activities offered by the Housing Authority. The purpose of this policy is to provide for a fair investigation and the prompt and equitable resolution of complaints alleging violations of the Americans with Disabilities Act on the part of the Housing Authority or employee of the Housing Authority.

Procedure

Complaints should be addressed to: the Executive Director of the Housing Authority, who has been designated to coordinate ADA compliance efforts.

- (1) A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the allegations of non-compliance by the Housing Authority with or any actions by the Housing Authority that would be prohibited by, the United States Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act.
- (2) A complaint should be filed within ten (10) calendar days after the complainant becomes aware of the alleged violations (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
- (3) An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Executive Director. Such investigations

- will be informal and thorough, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- (4) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Executive Director and a copy forwarded to the complainant no later than fifteen (15) calendar days after its filing.
 - (5) The Executive Director shall maintain the files and records of the Housing Authority relating to the complaints filed.
 - (6) The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) calendar days to the Board.
 - (7) The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
 - (8) These rules shall be construed to protect the substantive rights of interested parties to meet appropriate due process standards and to assure that the Housing Authority complies with the ADA and implementing regulations.

- The Housing Authority will post all required job openings with the appropriate state agency.
- The Company forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceedings.
- Employees are required to promptly report to his or her immediate supervisor, the Executive Director or the General Counsel any apparent discrimination or harassment.

Reasonable Accommodations Procedures

It is the policy of the Housing Authority to comply with all applicable Laws, including the Illinois Human Rights Act, relating to disability discrimination in the workplace. The Housing Authority will not discriminate against any qualified employee or job applicant with respect to any term or condition of employment based on a physical or mental disability. The Housing Authority will make reasonable accommodations as necessary so that applicants with disabilities may be afforded the opportunity to obtain employment. The Housing Authority will also reasonably accommodate any employee with a qualified disability in order that the employee may be able to perform the essential and fundamental functions and duties associated with the job.

- Employees seeking an accommodation are to submit their request to their supervisor or manager at the earliest possible occasion using the Request for Accommodation Form.
- To support a request for an accommodation, the Housing Authority may require medical documentation establishing the condition and the need for an accommodation.
- All requests for accommodation will be maintained on a confidential need-to-know basis to the extent possible

Remedy for Violation of Policy

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The Housing Authority will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

How to submit a complaint

Complaints should be addressed to the Executive Director of the Housing Authority, who has been designated to coordinate EO/AA and ADA compliance efforts.

Kim Ulbrich, Executive Director
MCHA
1125 Mitchell Court
Crystal Lake, IL 60014

Phone (815) 338-7752
Fax (815) 526-3151
Email: kulbrich@mchenrycountyhousing.org

- (1) A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the allegations of violation or non-compliance by the Housing Authority.
- (2) A complaint should be filed within ten (10) calendar days after the complainant becomes aware of the alleged violations.
- (3) An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Executive Director. Such investigations will be informal and thorough, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- (4) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Executive Director and a copy forwarded to the complainant no later than fifteen (15) calendar days after its filing.
- (5) The Executive Director shall maintain the files and records of the Housing Authority relating to the complaints filed.
- (6) The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) calendar days to the Board.

MCHA's Equal Opportunity / Affirmative Action (EO/AA) complaint form

Use of this form is optional. Complaints may be filed through other written formats such as an email, or verbally by phone or in person. All complaints must be made to MCHA's executive director. If submitting your complaint in writing, please type or print clearly.

Name:

Address:

Phone number:

Email address:

Please state your complaint by giving the basic details of what occurred, who was involved, and the date(s) that it occurred.

Signature:

Date: