

Section-08 Personnel	P-0800100	Effective Date: 03/01/2021
Replaces COWIB Personnel Policies dated January 2020 and EWD Personnel Policies		
Delaney Rea, GCWDB Chair		

Uniform Personnel Standards

Green Country Workforce Development Board (GCWDB) is committed to building strong teams, aligned to our mission and purpose, and diverse in their backgrounds and experiences. GCWDB complies with all applicable federal and state laws in the administration of its hiring and onboarding processes. GCWDB creates and administers procedures which ensure the agency's human resources practices comply with all applicable state and federal laws. As the employer of record for board staff, these procedures establish a professional and ethical standard for the recruitment, selection, retention and promotion of qualified individuals and also serve as a guide for the appropriate management of employee services, benefits, and relations.

I. Code of Conduct: GCWDB adheres to professional and ethical standards that will govern its relationships with the public, employees, and partners and promote a safe and dignified work environment; affords courteous and respectful treatment; requires diligent performance; and the responsible use of resources. GCWDB will establish and enforce rules consistent with such standards.

II. Equitable Administration: GCWDB's procedures are equitably administered and enforced, practiced with consistency, and support a non-discriminatory work environment and equal employment opportunity. GCWDB employs and promotes qualified staff on the basis of merit, ability, and capacity. GCWDB ensures that employees have access to an internal grievance process consistent with applicable law and rules.

III. Benefit and Compensation Administration: GCWDB adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices consistent with applicable law and rule.

IV. Equal Opportunity and Nondiscrimination Statement: All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

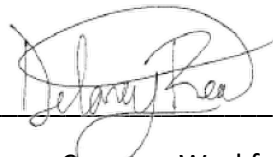
V. Action

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities.

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The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.



03/01/2021

Chair, Green Country Workforce Development Board / Date

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