



# Communities Connected *for Kids*

**Series:** 1200 Human Resources

**Policy Name:** Workforce Demographics and Analysis

**Policy Number:** 1244

**Origination Date:** 9/1/2015

**Revision Date:** 09/16/2019

**Policy:** Communities Connected for Kids (CCKIds) is an equal opportunity employer. CCKids strives to maintain a workforce that is representative of the culture and background of the population served. We expect our contracted providers to adhere to the same philosophy.

1. CCKids will review and report demographics of our staff on an annual basis using the Civil Rights Compliance Checklist.
2. CCKids will require our contracted providers to submit a copy of their Civil Rights Compliance Checklist annually at the time of contract renewal.
3. CCKids will review all Civil Rights Compliance Checklists on an annual basis to determine if the staffing demographics generally reflect those of the service population.
4. Should this review indicate an inconsistency with internal staffing, Human Resources will work with senior management to develop a recruitment goal to hire staff from under-represented cultural categories.
5. Should this review indicate an inconsistency with the staffing of a contracted provider, Human Resources will notify senior management of the need for that provider to submit a plan with goals and timeframes on how they will remedy the employment of under-represented cultural categories. This plan will be maintained in their contract file and monitored by contract management to ensure compliance.

Approved: Carol Deloach

Carol Deloach, CEO

9-15-19