

3.06 Employment Eligibility

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to comply with all federal and state employment and training program laws and regulations by determining the employment eligibility of all applicants.

Procedure:

A minimum of 75% of all Licking/Knox Goodwill Industries direct labor employees must have a verifiable significant disability. A maximum of 25% of all Licking/Knox Goodwill Industries, Inc. direct labor employees may be non-disabled.

A significant disability is defined as a person, other than a blind person, who has a significant physical or mental impairment resulting from an injury, disease or congenital defect that limits a person's functional capabilities of mobility, communication, self care, self direction, work tolerance, or work skills so that the individual is unable to engage in normal, competitive employment over an extended period of time.

Blind is defined as an individual whose central visual acuity does not exceed 20/200 in the better eye with corrective lenses OR whose visual acuity, if better than 20/200 is accompanied by a limit to the field of vision in the better eye to such a degree that the widest diameter subtends an angle no greater than 20 degrees. Employees who are blind must undergo an annual competitive employment evaluation.

Direct labor is defined as all work required for preparation, processing and packaging of a commodity for work directly related to the performance of a service, but no supervision, administration, inspection or shipping.

All applicant disabilities require a written report signed by a physician, psychiatrist or qualified psychologist reflecting the nature and extent of the disability or disabilities that cause such a person to qualify as a person with a severe disability or, certification of the disability or disabilities by a state or local government entity.

ONLY the Human Resource Department shall screen applicants, assemble required documentation and make the determination of an applicant's employment eligibility.