

Refer to Section {B}
{Personnel}Unit
Procedure for {B 3 – Equal Employment Opportunity}



1. This procedure applies to all terms, conditions, and privileges of employment, including, but not limited to, hiring, orientation, training, placement, promotion, transfer, compensation, benefits, assistance, layoff and recall, termination, and retirement.
2. The director of human resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. These duties include, but are not limited to:
 - a. Collecting and analyzing employment data.
 - b. Developing policy statements and recruitment techniques which are in compliance with the equal employment policies of the college.
 - c. Complying with various recordkeeping and posting notices required in order to ensure full compliance with all Federal and State employment-related statutes and regulations.
 - d. Serving as liaison between the college and government agencies and minority organizations, inviting such organizations to refer qualified applicants for position vacancies.
 - e. Keeping senior officers informed of the latest developments in the equal employment area.
3. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal opportunity employment shall be referred to the director of human resources.
4. Although overall authority for implementing this policy is assigned to the director of human resources, an effective equal opportunity program cannot be achieved without the support of supervisory personnel at all levels. The college recognizes that it is particularly critical that supervisors be made aware of the many laws and regulations dealing with equal opportunity and discrimination and with the costly consequences of noncompliance. Supervisory training will focus on the positive steps to be taken to eliminate discrimination in the work place and will emphasize that equal opportunity is not only the law but also is good practice.
5. The College will not tolerate any form of discrimination in hiring or in employment. It is the responsibility of all employees to adhere to this policy and the responsibility of all supervisors to assure that employees under their supervision act in accordance with this policy at all times.