



CHAPTER: 2
SECTION: 2.05
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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 2.05 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

I. PURPOSE

To reaffirm the College's commitment to affirmative action and equal employment opportunity.

II. POLICY

A. The Salt Lake Community College reaffirms its commitment to equal employment opportunity as stated in its policy of 1979. The College seeks to employ qualified individuals regardless of race, religion, color, sex, national origin, age, marital status, veteran status, or presence of any disability. Equal employment opportunity is considered by the Salt Lake Community College to include all aspects of employment, recruitment, selection, hiring, training, promotion, pay, benefits, leave, transfers, and terminations. To further equal employment opportunity, all employment decisions will be made on this principle.

The Affirmative Action Program of the College seeks to include protected groups in all categories of its work force and in its educational programs. The success of these efforts will benefit employees and enhance the College as an educational and service institution.

Traditionally the best qualified applicants have been hired and promoted. However, Federal Affirmative Action guidelines/interpretations now provide for hiring from a top group of applicants. Therefore, supervisors are encouraged to hire and promote applicant(s) from among the qualified finalists. The selection supervisor shall keep in mind the Colleges goals to correct under-utilization of minorities and/or women in the College work force. The purpose is to help departments and the College meet their Affirmative Action goals.

The College Equal Opportunity Officer and Compliance Officer for the 1973 Rehabilitation Act (Section 504 dealing with handicap access to programs and facilities) is the Director of Diversity/Equal Opportunity.

- B. Responsibility for equal employment opportunity and affirmative action throughout the College, rests with the President. The President has appointed the Personnel Services Director to administer the College Affirmative Action Program. Vice Presidents, deans, department heads, and supervisory personnel are directly responsible for the implementation of the College policy and procedures regarding equal opportunity and affirmative action in their units and in meeting affirmative action/equal opportunity commitments. All members of the College are expected to be familiar with the College's policies and procedures concerning their programs and to further the objectives of equal employment opportunity and affirmative action.

- C. It is the responsibility of the Director of Diversity/
Equal Opportunity to identify problem areas by organizational units and job groups; to establish, promote, and encourage progress in meeting affirmative action goals and timetables; to insure compliance with the College policy concerning equal opportunity and affirmative action; and to furnish the President with an annual report of program status and each reporting unit and the College as a whole.

- D. The Salt Lake Community College will continue to work cooperatively with appropriate federal and state agencies and community organizations which share its affirmative action and equal employment opportunity objectives.

III. PROCEDURE

Salt Lake Community College is an equal opportunity institution providing educational and employment opportunities without regard to race, color, national origin, age, sex, or disability. Inquiries concerning the above, including the application of Title VI, Title IX, or Sec. 504, may be referred to the College, to the Director, Diversity/Equal Opportunity, Room 150A Admin. Bldg., tel. no. 967-4561, or to the Regional Director, Dept. of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80294.