

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

I. POLICY

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, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law. 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 college's 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 the Office of Equal Employment Opportunity and Risk Management, respectively.

Responsibility for equal employment opportunity and affirmative action throughout the college, rests with the president. The president has appointed the assistant vice president of Human Resources 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.

It is the responsibility of the director of the Office of Equal Employment 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.

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.

II. REFERENCES

Reserved

III. DEFINITIONS

See [Human Resources Definitions](#).

IV. PROCEDURES

Salt Lake Community College is an equal opportunity institution providing educational and employment opportunities without regard to race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law. Inquiries concerning the above, including the application of Title VI, Title IX, or Sec. 504, may be referred to the college, to the director, Office of Equal Employment Opportunity, 801-967-4561, or to the Regional Director, Dept. of Education, Office for Civil Rights, Cesar E. Chavez Memorial Building, 1244 Speer Blvd., Suite 310, Denver, Colorado 80204-3582.

Date of last cabinet review: November 13, 1985

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.