



2.12 Equal Employment Opportunity and Affirmative Action Policy

Category: Human Resources

Name of Responsible Office: Human Resources and Organizational Development

Title of Responsible Executive: Vice President, Diversity-Equity-Belonging and Executive Director, MCC
Downtown Campus

Date Established: March 27, 1975

Date Last Approved: August 20, 2019

Summary

Monroe Community College has long been committed to providing equal opportunity to its academic and work settings and ensuring that its campuses are free of discrimination and harassment. The College believes a rich diversity of people and points of view enhance the quality of education and work experience at Monroe Community College. To achieve this objective, Monroe Community College embraces equal opportunity for all and engages in affirmative action to ensure a diverse, inclusive, collaborative, and qualified workforce.

Policy

Policy Statement

Monroe Community College's mission is to provide a dynamic learning community where access, excellence, and leadership are the College's hallmarks. Our mission is to educate and prepare diverse learners to achieve scholarly, professional and individual success within a local and global context. In furtherance of its mission, Monroe Community College seeks to foster an environment where every student and employee, regardless of their race, background, or belief system, feels comfortable learning, working and expressing their views.

Monroe Community College prohibits discrimination based on race, color, religion, sex, sexual orientation, pregnancy, familial status, gender identity or expression, age, genetic information, national or ethnic origin, physical or mental disability, marital status, veteran status, domestic violence victim status, criminal conviction or any other characteristic or status protected by state or federal laws or College policy. The College is committed to recruiting, hiring, and promoting qualified individuals from underrepresented groups, including individuals of color, women, individuals with disabilities, and veterans.

Monroe Community College reaffirms its commitment to equal opportunity, diversity, equity, and inclusion through this Equal Employment Opportunity and Affirmative Action Policy (the "Policy").

Equal Employment Opportunity and Affirmative Action Policy:

Monroe Community College values community, inclusiveness, integrity, excellence, empowerment and stewardship. The College values diversity, equity, and inclusion in our workplace and seeks to take advantage of the rich backgrounds and abilities of everyone. This Policy affirmatively protects all Monroe Community College employees and applicants, ensuring that employment decisions are based on individual merit and required job qualifications, as opposed to stereotypes, prejudices, or biases. This Policy applies to employee recruitment, hiring, appointment, and promotion for all positions. It also governs personnel actions such as determining compensation, layoffs, terminations, renewal or non-renewal, leave, training, and other benefits.

Equal employment opportunity is only one aspect of achieving diversity at Monroe Community College. Because a variety of social and historical barriers have limited access to employment and advancement of

certain groups in the past, the College takes steps to identify, recruit, hire, and promote qualified people who are traditionally underrepresented in our workforce.

Dissemination of the Policy:

The Equal Opportunity Policy is distributed to all members of the College community and is available on the College's Policy website. A copy may be requested from the Human Resources Office. Individuals with questions about this policy are invited to contact the Executive Director, Human Resources and Organizational Development, an Affirmative Action Officer, or the Chief Diversity Officer.

Copies are provided to new employees at orientation sessions, and to union officials representing College employees. Copies are also posted on bulletin boards throughout the College campuses. The statement is published in the Monroe Community College Policy Manual, the Faculty Handbook, and on job advertisements and postings.

The Policy is discussed in management training programs, and is described in various literature and materials distributed by Monroe Community College. Nondiscrimination clauses are included in all union agreements. All vendors are also required to follow the principles of nondiscrimination, diversity, equity, and inclusion as a condition of doing business with the College.

Implementation:

Every member of the Monroe Community College community is encouraged to participate wholeheartedly in the creation of a workplace and learning environment free from unlawful and unconscionable discrimination and harassment, and in the creation of a culture of respect rooted in our College's values - community, inclusiveness, integrity, excellence, empowerment and stewardship. Because managers and supervisors make so many personnel decisions, they have particular responsibility for achieving our institutional equal opportunity goals.

The Office of Human Resources, together the College's Chief Diversity Officer, implements and monitors the policy throughout the College. Human Resources develops the Affirmative Action Plan, reviews employee recruitment, hiring, promotion, and other personnel activities, and provides technical advice and training to members of the College community.

Affirmative Action Plan:

Consistent with the College's commitment to diversity, equity, inclusion, and equal employment opportunity, Monroe Community College has voluntarily implemented an Affirmative Action Plan. A copy may be requested from the Human Resources Office. The purpose of this plan is to level the playing field for all qualified candidates for open positions within the College.

Equal opportunity for all is an ideal and the Affirmative Action Plan was established to assist in the achievement of this ideal. Some of the strongest advances toward equal opportunity have been made by public agencies adhering to merit principles in their employment practices. The basic rule of all merit systems is that applicants and employees are considered only on the basis of job-related qualifications. Applicants and employees must be evaluated on the basis of their individual abilities and not on the basis of extraneous factors, such as race, religion, color, marital status, national origin, disability, gender, gender identity, sexual orientation, or age.

Passive prohibition of discriminatory acts is not enough to assure truly equal employment opportunity. Programs of definite, affirmative action to promote equal opportunity are required to overcome historical patterns of discrimination, personal biases, and prejudices. Taking affirmative action does not mean "preferential treatment" of individuals from underrepresented groups or discrimination in reverse. The College's affirmative action program reinforces the merit principles of employment by assuring that all segments of our society, not just some, have an opportunity to enter public service on the basis of open competition and advancement according to ability and qualifications. This is accomplished through the

elimination of barriers such as inadequate publicity about job openings; unrealistic, inaccurate, or outdated job requirements; tests lacking adequate validity; and insufficient opportunity for promotion, for example.

Related Information

College Documents

- [Notice of Non-Discrimination](#)
- [2.9 Americans with Disabilities Act and Americans with Disabilities Act Amendments Act Policy](#)
- [2.10 Sexual Harassment Response and Prevention Policy](#)
- [4.2 MCC Employee and Visitor Conduct Policy](#)
- [6.1 MCC Student Conduct Policy](#)
- [Title IX Policies for Individuals Reporting Sexual Harassment and Misconduct Discrimination Complaint Procedure](#)
- [Monroe Community College 217-2021 Diversity, Equity, and Inclusion Plan](#)
- [SUNY Affirmative Action Statement](#)
- [SUNY Policy 7809 – Diversity, Equity and Inclusion Policy](#)

Contact Information

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History

Item	Date	Explanation
Implemented 3-year review process	October 5, 2015	Policy revision approved by Board
3-year review	August 20, 2019	Mandatory revisions approved by College officers