
2.12 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Category: Administration

Date Established: March 27, 1975

Responsible Office: Human Resources and Organizational Development

Date Last Revised: October 5, 2015

Responsible Executive: Assistant to the President, Human Resources and Organizational Development

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 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, gender identity or expression, age, genetic information, national or ethnic origin, physical or mental disability, marital or veteran status, domestic violence victim status, 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 minorities, women, individuals with disabilities, and veterans.

Pursuant to Title IX of the Education Amendment of 1972, Monroe Community College prohibits discrimination on the basis of sex in any of its educational programs or activities.

Monroe Community College reaffirms its commitment to equal opportunity and diversity through this Equal Employment Opportunity and Affirmative Action Policy (the "Policy"). This Policy is available for review by any student, employee, or applicant during regular business hours. It is also available on the College's website. Please contact the Assistant to the President, Human Resources and Organizational Development, an Affirmative Action Officer, or the Chair of the College's Diversity Council.

Equal Employment Opportunity Policy:

Monroe Community College is committed to the principles of excellence, fairness, and respect for all people. As part of this commitment, we value diversity in our workplace and seek to take advantage of the rich backgrounds and abilities of everyone. Our equal opportunity policy affirmatively protects all Monroe Community College staff and applicants, ensuring that employment decisions are based on individual merit, as opposed to stereotypes or biases. This Policy applies to 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.

Providing equal protection in employment 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, we take 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. 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 our 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 non-discrimination and diversity 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 effort to ensure not only that our workplace and learning environment is free from unlawful and unconscionable discrimination and harassment, but also that we respect and celebrate diversity. 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 with the Diversity Council, implements and monitors the policy throughout the College. Human Resources develops the Affirmative Action Plans, reviews employee recruitment, hiring, 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 and equal employment opportunity, Monroe Community College has voluntarily implemented an Affirmative Action Plan. 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 minority groups, or women 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 job requirements, tests which lack adequate validity, and insufficient opportunity for promotion.

The College will review and evaluate its hiring practices on a regular basis to ensure that we are meeting our commitment to diversity and affirmative action.

BACKGROUND

Monroe Community College’s commitment to diversity extends to all individuals, including those with disabilities. Additionally, the College strives to create a culture and climate where all students and staff feel welcomed, valued, and engaged. To that end, we have developed policies and procedures related to other issues that may arise related to diversity and discrimination

Related Information

Americans with Disabilities Act and Americans with Disabilities Act Amendments Act Policy
Affirmative Action Procedures and Recordkeeping
Title IX and College Sexual Harassment Policy
Harassment Policy
Discrimination Complaint Procedure
Employee Code of Conduct
General Prohibited Actions

Contact Information

Office of Human Resources