

HIRING PRACTICES

SECTION ONE: EQUAL OPPORTUNITY

- 1.01** The College District Board of Trustees is committed to ensuring that its employment standards, procedures, and practices are applied in a manner that provides equal opportunities without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, pregnancy, genetic information or veteran status.
- 1.02** The Board values its employees and their contributions, promotes opportunities for their professional growth and development, and provides a positive working and learning environment.
- 1.03** It is the full intent and purpose of the College District that the employment, promotion, and retention policies of the College District apply equally to all persons based upon their professional or work qualifications without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, pregnancy, genetic information, or veteran status. Capable employees shall be eligible for promotion to positions of greater responsibility as the employee develops and matures in job-related skills and knowledge.
- 1.04** The Senior Director of Human Resources has been designated as the equal employment opportunity officer for the College District. Any inquiries concerning equal opportunity employment practices should be addressed to this officer.

SECTION TWO: EQUAL OPPORTUNITY

- 2.01** The following equal employment opportunity policies are in effect at the College District:
 - 2.01.1** An equal employment opportunity statement (e.g., "An Equal Opportunity Employer") shall be printed on the following: purchase orders, College District bulletins and brochures, applications for employment, and recruitment announcements and advertisements.
 - 2.01.2** An equal employment opportunity statement shall be a written part of all purchasing and contractual agreements made by the College District.
 - 2.01.3** The equal employment opportunity officer shall be notified of all existing or potential vacancies, appointments, terminations (defined as any reason for leaving the employment of the College District), and/or changes in role and responsibility, as such circumstances occur.
 - 2.01.4** The equal employment opportunity officer will maintain copies of all publicized vacancies prior to the solicitation of applications.
 - 2.01.5** The equal employment opportunity officer shall be informed of the location of all application files and employment records and have access to them.
 - 2.01.6** The equal employment opportunity officer will be notified within five working days of an employee's termination or change of status.

The Vice President of Business Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.