



Jamestown Community College
Policies and Procedures

Policy Title	Equal Opportunity	Policy Number	003
Section	Governance, Organization and General Information	Approval Date	6/19/1990
Subsection	Governance & Organization	Effective Date	6/19/1990
Responsible Office	Human Resources	Review Date	2/13/1997; 8/2018

1.0 Purpose

1.1 To reflect Jamestown Community College's commitment to equal opportunity and to create a diverse environment for students, faculty, staff.

2.0 Policy

2.1 Jamestown Community College will make all decisions regarding admissions and the entire educational process of its students and the recruitment, hiring, promotions, and other terms and conditions of employment without discrimination on the grounds of race, color, creed or religion, sex, sexual orientation, sexual identity, national origin, age, physical or mental disability, veteran status, or other factors which cannot be lawfully used as the basis for employment and educational decisions.

2.2 Access and Fair Treatment.

2.2.1 It is the policy of Jamestown Community College (JCC) that no discrimination against or harassment of individuals will occur on any of its campuses, programs or activities.

2.2.2 All judgments about and actions toward students and employees will be based on their qualifications, abilities, and performance. Attitudes, practices, and preferences of individuals that are essentially personal in nature, such as private expression or sexual orientation, are unrelated to performance and provide no basis for judgment.

2.3 Employment

2.3.1 It is the policy of JCC to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program. This policy:

- applies to all persons without regard to race, creed, color, national origin, age, sex, except where sex is a bona fide occupational qualification, sexual orientation, military status, disability, or marital status;

- applies equally to all job classifications and titles within JCC and to all types of appointments under JCC jurisdiction, whether full-time or part-time;
- governs all JCC policies, practices, and actions including but not necessarily limited to recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature;
- applies equally to all JCC departmental units; and
- expects each contractor, supplier, union, public agency or cooperative agent to support this policy by complying with applicable state and federal equal employment opportunity laws and regulations.

3.0 Procedures

3.1 Full and continuing realization of this policy by JCC shall be undertaken by:

3.1.1 Developing Affirmative Action Programs which shall:

- detail actions designed to realize JCC's commitment to equal employment;
- analyze employment patterns within JCC;
- set forth plans to rectify any deficiencies;
- identify and remove impediments to equal employment opportunity;
- establish goals and timetables for affirmative action, as needed;
- provide for the internal and external dissemination of JCC policy;
- pursue the commitment to equal employment opportunity throughout the institution; and
- provide for the review, assessment, evaluation, and improvement of JCC action in carrying out this policy and affirmative action programs.

3.1.2 Committing staff and support necessary to make effective equal employment policies and programs within JCC. The College embrace such activities as:

- developing policy statements and Affirmative Action Programs;
- developing internal and external communication techniques;
- assisting in the identification of problem areas and establishment of goals and objectives;
- assisting campus administration;
- internally assessing compliance;
- providing liaison among the College, enforcement agencies, minority organizations, community action groups; and
- designing and implementing audit and reporting systems required for effective monitoring and operation of affirmative action programs.

3.2 JCC affirms its right to take appropriate action if it, or other duly constituted authority, should determine that applicable federal and state equal employment opportunity laws and regulations have been violated, or that the effect and intent of this policy has been willfully or habitually abrogated.

3.3 Any student or employee who feels that they have been discriminated against and/or have been denied equal opportunity should file a formal complaint with the Human Resources Department.

4.0 Definitions

5.0 References