

SECTION: Human Resources NUMBER: A-001-02-0001

AREA: Employment DATE: 6/1/2018

SUBJECT: Affirmative Action REVIEWED: 12/13/2022

I. PURPOSE

The purpose of the Rocky Mountain College Affirmative Action plan is to develop, maintain, and evaluate specific active measures to provide true equal employment opportunity for all human resources, both academic and support staff. These measures, together with the College's good faith efforts, will ensure equal employment opportunity.

It is the policy of Rocky Mountain College to hire the best qualified people to perform the numerous and varied tasks associated with providing quality educational services. As an essential part of this policy, the College is dedicated to equal employment opportunity for all employees, and does not discriminate because of race, color, religion, creed, sex, gender, sexual orientation, gender identity/or expression, national or ethnic origin, age, disability, protected veteran status, or any other characteristic protected by applicable federal or state law.

This policy applies to advertising, recruiting, and hiring; and to compensation, promotion and transfer, selection for training, and to termination, including layoffs and recalls from layoff.

II. POLICY

1. To insure employment practices which do not discriminate against applicants and employees on the basis of race, color, religion, creed, sex, gender, sexual orientation, gender identity/or expression, national or ethnic origin, age, disability, protected veteran status, or any other characteristic protected by applicable federal or state law.
2. To provide education and training opportunities, when possible and practicable, this will enable personnel to qualify for promotion and advancement.
3. To establish an internal education program this will increase and maintain the awareness of all administrators and supervisors regarding the requirements of this plan and the necessity for their active cooperation.
4. To inform concerned individuals about this plan through contact with persons and organizations representing racial and ethnic minority groups, females, disabled persons, disabled veterans and Vietnam era veterans.
5. To provide reasonable accommodations to the physical and mental limitations of disabled individuals including veterans.
6. To provide for continuing review and evaluation of policies, procedures, and practices related to equal employment opportunity and affirmative action.

7. To insure compliance with applicable state and federal laws and regulations concerning equal employment opportunity.
8. To insure compliance with applicable state and federal procedures and to provide thorough investigation of complaints.

Equal Employment Opportunity

1. Recruit, hire, promote, transfer, train, or terminate without discrimination because of an individual's race, color, sex, age, religion, national origin, physical or mental disability, veteran status, sexual orientation, or familial status.
2. Impose only valid requirements for hiring and promotion decisions.
3. Administer all Human Resource actions, including compensation, benefits, transfers, layoffs and recalls without discrimination due to race, color, sex, age, religion, national origin, physical or mental disability, veteran status, sexual orientation, or familial status.
4. Comply with all applicable state and federal laws and regulations, both in letter and in spirit.
5. Provide a work environment free of discrimination and aimed at assuring true equality of employment.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
 President

Approved: _____ Date: _____
 Chair / Board of Trustees