

AFFIRMATIVE ACTION POLICY

Lewis and Clark Community College
5800 Godfrey Road
Godfrey, IL 62035
District 536

POLICY

It is our policy and firm belief that the employment practices of Lewis and Clark Community College are non-discriminatory. To further strengthen that position, we re-emphasize through the Affirmative Action statement that every aspect of employment including hiring, placement, upgrading, transfer or demotion; recruiting, advertising, or solicitation for employment; rates of pay or other forms of compensation; selection for training; and termination shall be accomplished without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law. Lewis & Clark Community College adheres to the principles of equal opportunity in education and employment.

The following person has been designated to handle inquiries regarding this non-discrimination policy:

Lori Artis, Vice President of Administration
Erickson Hall, Room #103
Lewis and Clark Community College
5800 Godfrey Road
Godfrey, IL 62035
(618) 468-3000

Lewis & Clark Community College does not tolerate retaliation against any person for coming forward with a complaint or concern or for otherwise participating in the process of addressing discrimination.

Administration and supervision are responsible for compliance with the policy within the respective areas of their activities to assist the Community College in its commitment to:

1. Eliminate from current policies and practices anything which results in or perpetuates discrimination toward race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law; and the adoption of new or revised policies and practices where necessary to achieve these ends.
2. Intensify recruitment and fair consideration of race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by

law to ensure that candidates and employees with appropriate qualifications, potential and responsibilities are afforded equal opportunity for selection, training and promotion, and will be compensated without regard to race, sex, disability or covered veteran status.

3. Ensure that all contractors, sub-contractors, vendors and suppliers doing business with Lewis and Clark Community College, unless otherwise exempt, comply with the provisions of E.O. 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA.

The College will comply with all provisions of Executive Order 11246, Section 503 of the Rehabilitation Act, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) and the relevant rules, implementing regulations and orders of the Secretary of Labor.

The College will furnish all information and reports required under Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA and to permit access to records by the Secretary of Labor for purposes of determining compliance.

DISSEMINATION OF POLICY

Copies of the Affirmative Action Policy will be distributed to:

1. Administrative and supervisory personnel
2. Personnel whose responsibilities include interviewing, employment, training, promotion, transfer and termination of personnel.

The College equal opportunity and affirmative action policy will be displayed in central areas of the College and shall become a part of the orientation procedure for new employees, training programs for staff, and appropriate administrative and supervisory meetings.

All of the College's personnel policy and procedure manuals shall reiterate the College's commitment to equal opportunity and affirmative action. Also the College's recruitment sources, leaders of minority groups, and community organizations shall be informed of the College's nondiscrimination and Affirmative Action Policy.

In any advertisement of job vacancies, a statement that we are an Equal Opportunity Employer shall be included. The same clause shall be added to all appropriate College documents, such as, purchase orders, leases, contracts covered by Executive Order

No. 11246, and notices sent to any collective bargaining representative of the College's employees.

All employment openings, with the exception of executive and top administrative positions, positions that will be filled from within the College's organization, and positions lasting three days or less, have been listed concurrently with the use of any other recruitment source or effort with the appropriate office of the State Employment Service.

RESPONSIBILITY FOR IMPLEMENTATION OF POLICY

The President of the Community College District has overall responsibility for the development and implementation of the equal opportunity and affirmative action policy. Specific authority and responsibility is delegated by the President to every administrator of the District – Vice President of Academic Affairs, Vice President of Administration, Vice President of Enrollment Services, Vice President of Student Engagement, Chief Financial Officer, Chief Information Officer, associate vice presidents, deans, directors, managers, supervisors, coordinators, and all others exercising supervisory or administrative control over any employee – all of whom are responsible for performing his or her functions without regard to race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law. Not only are these officers responsible for supporting the College's equal opportunity policy, but they must also include in their own day-to-day operational policies and procedures the implementation of affirmative action.

Their efforts will be coordinated by the College's Human Resources Office who will assist in the functions of recruitment, training, employment, transfer, promotion, termination, and compensation according to the non-discriminatory policies in effect.

A. Recruitment

Recruitment of qualified minority, female, disabled and covered veteran status applicants will be sought from the following sources:

1. Minority, female, disabled and veteran organizations
2. Federal and State employment agencies
3. College and University placement services
4. Minority, female, disabled or covered veteran employees on staff

5. Newspapers and other media, where feasible

B. Training

1. In-service training will continue to be provided to all employees.
2. Employees will be encouraged to develop new and update current skills by participating in available educational and training programs.

C. Transfer and Promotion

1. Recommendations for transfer or promotion will be based on job requirements and will be non-discriminatory.
2. Transfers or promotion opportunities will be made available to current staff prior to considering other applicants.

D. Compensation

1. Determination of compensation will be based on current policies and schedules as approved by the Board of Trustees.
2. Equal pay for equal work will be established with no exceptions because of race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law.

E. Selection

1. Required qualifications and abilities will be established for each type of position, and evaluation of applicants will be based on these requirements.
2. Actual selection will be made from those applicants recommended by the supervisor. If an applicant referred to the supervisor is rejected, the supervisor must report to the Human Resources Office the reason for the rejection in writing.
3. No individual may be employed without approval of the President and the Board of Trustees.

F. Termination

1. No employee will be discharged on the basis of race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual

orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law.

2. The supervisor will schedule at least one conference with the employee prior to recommending dismissal.

3. An exit interview will be scheduled for the employee with the Human Resources Office.

4. No employee may be discharged without approval of the President and the Board of Trustees.