

TITLE: EQUAL EMPLOYMENT OPPORTUNITY

EFFECTIVE DATE: July 1, 2003

LAST REVISION: October 26, 2007

Policy No. 6.004.1

Policy Statement

PURPOSE

The purpose of the Equal Opportunity Program at Sowela Technical Community College is to ensure that the College is in compliance with State and Federal Equal Opportunity guidelines, and to support the affirmative action and equal opportunity standards as set forth in our Equal Opportunity Program. *It is our every intention to create a workforce climate that is responsive and respectful of fairness and equity for all employees, applicants, and students so that no person will be excluded from any course or activity because of age, race, creed, marital status, color, religion, national origin, sexual orientation, qualified mental or physical disability, or veteran's status.* Further, the purpose is to provide guidance in the development of a plan to facilitate greater utilization of all persons by enforcing both equal opportunity and affirmative action standards. This includes prohibition of retaliatory actions against employees, applicants, or students because they filed a charge, testified, assisted, or participated in any manner in a hearing, proceeding, or investigation of employment discrimination. The Director of Human Resources in conjunction with the **EEO Officer(s)** will be responsible for the Program implementation and administration. They will be responsible for an annual program update and revision with respect to the Equal Opportunity Program. Positive measures will be taken to ensure identification of underutilized groups in the workforce and by making special efforts toward equitable and fair treatment of all protected groups (i.e., women, minorities, disabled persons, and older persons within all phases of personnel practices) and their recruitment, selection, development, and promotional opportunities.

EMPLOYEE RECRUITMENT

It is the policy of Sowela to recruit, employ, and maintain the best qualified personnel available in accordance with appropriate state and federal laws and acceptable human resources practices for all its diverse activities, and to provide equal opportunities during employment without regard to age, race, creed, marital status, color, religion, national origin, sexual orientation, qualified mental or physical disability, or veteran's status. All employment practices will be supervised on a continuous basis to ensure that all budget unit heads take positive action in fulfilling the goals of equal employment opportunity.

SOWELA COMMITMENT

Sowela is committed to equal employment opportunity and this EEO policy because the College believes that it is morally right and that it is in accordance with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504), the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

To facilitate the Equal Employment Opportunity Program, Sowela will ensure that the following EEO guidelines be implemented at all levels of administration:

- Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors, such as race, color, age, religion, sex, national origin, disability veteran status, or any other factor protected by law, except where there is a bonafide occupational qualification.
- Identify and use existing talent and potential through upgrading and promotion of present employees. All promotions will be based only on valid equal employment promotional requirements.
- Base decisions on employment so as to further the principles of equal employment opportunity.
- Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recall from layoffs, education, tuition assistance, and social and recreation programs be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.

All Sowela personnel with responsibility for recruitment, appointment, placement, evaluation, transferring or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and example. All such persons shall be evaluated on the basis of their equal employment efforts and results in addition to the usual standards of performance. Persons who fail to adhere to the Equal Employment Opportunity policy are subject to administrative disciplinary actions. The Office of Administration and the Department of Human Resources will periodically review its personnel actions to ensure compliance with this policy.

PUBLIC INFORMATION EFFORTS & SPECIAL OUTREACH PROGRAMS TO HIGH SCHOOLS

Sowela is committed to promoting respect for the rights and privileges of others, understanding and appreciation of human differences, and the constructive expression of ideas.

The Office of Public Information maintains positive relations with the public, the print press and electronic media. Sowela has established ongoing relationships with local media outlets of Southwest Louisiana through regular press releases, meetings with media representatives, and other appropriate activities. The Public Information Officer acts as institutional spokesperson and responds to request for information.

To enhance minority recruitment Sowela has implemented the following:

- Recruitment advertisements on minority-owned radio stations.

- Other race students serve as ambassadors of the college during presentations to civic clubs and organizations.
- Sowela recruitment video features testimonials utilizing other race students.
- A series of college career fairs throughout Southwest Louisiana offer presentations to minority high school students on career opportunities, admission policies, financial aid/scholarships, and how best to prepare for the college experience at Sowela.
- Each spring approximately 29 high schools are invited to visit the college campus. Students attend informational sessions about career training and tour the campus. Admission testing is also available to those students interested in enrolling in the future.
- Through Sowela's Process Technology Program, an Introduction to Process Technology course is offered to a predominantly other race high school (Washington Marion).
- Parish school board members and area legislative representatives are invited to an annual luncheon that emphasizes workplace development opportunities available through the College.

Source of Policy: HR
Related Policy: LCTCS

Approved by: _____
Chancellor

Responsible Administrator: Human Resources
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