

## 13.1.2 STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY, APPLICATION AND PURPOSE

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### 13.1.2 STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY, APPLICATION AND PURPOSE

It is the policy of Snow College to recruit, employ, train, retain, compensate, promote, and make all other conditions of employment on the basis of an individual's qualifications and ability to perform in his/her respective position without regard to race, disability, color, religion, national origin, gender, pregnancy-related condition, status as a disabled veteran or veteran of the Vietnam era, sexual orientation, gender identity, or age, except where age or sex are essential, bona fide occupational requirements. Neither discrimination nor harassment will be permitted in any area, activity, or instructional program of the College.

Consistent with Equal Employment Opportunity/Affirmative Action, it is the policy to seek out individuals at any level of the institution, whose potential has not been fully utilized, with the objective of assisting them to reach their full potential and meet job standards. Equal Employment Opportunity/Affirmative Action will also include locating additional sources of applicants who can become qualified through the utilization of appropriate training. We feel that effective Equal Employment Opportunity/Affirmative Action also includes the development of programs to assure upward mobility for qualified individuals in accordance with the policy.

Each College administrative and supervisory officer, who exercises personnel management functions, personally shares responsibility for the implementation of this policy. This includes initiating or supporting programs and practices designed to develop understanding, acceptance, commitment and compliance with all legal requirements and changes in the law or its interpretation.

It is the intent of Snow College's Equal Employment Opportunity/Affirmative Action Policy to achieve the following purposes:

1. Identification and elimination of any employment practices which have had an adverse impact on minorities, women, and others protected by applicable law and whose relationship to job performance has not been clearly established, and replacement of such practices by others which are based on merit and valid job qualifications.
2. Establishment of organizational structures and monitoring systems which will assure an effective Equal Employment Opportunity/Affirmative Action Program, achievement of its goals, and modification of the plan as appropriate to those ends.
3. Responsibility for equal employment opportunity and affirmative action throughout the College rests with the President. The President has appointed the Human Resource officers to administer the College Equal Employment Opportunity/Affirmative Action Policy. Vice Presidents, deans, department heads, and supervisory personnel are directly responsible for the implementation of the College policy and procedures regarding equal opportunity and affirmative action in their units. All members of the College are expected to be familiar with the College's policies and procedures concerning their programs and to further the objectives of equal employment opportunity and affirmative action.

4. Commitment to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public and that those sectors of the public most affected by this policy be kept informed of its content.

#### 13.1.2.1. DISCRIMINATION

There shall be no discrimination in original appointment or employment thereafter because of race, color, age, sex, religion, national origin, disability, pregnancy-related condition, veteran status, sexual orientation, or gender identity, consistent with the laws of the United States and the State of Utah.

#### 13.1.2.2. APPOINTMENTS, PROMOTIONS, DEMOTIONS, RECLASSIFICATIONS, REASSIGNMENTS, TRANSFERS, REHIRS, OR PROVISIONAL APPOINTMENTS

Policies and procedures of this personnel system assure all applicants and employees of fair treatment with regard to these matters.

#### 13.1.2.3. EMPLOYMENT OPPORTUNITIES

The College provides a non-discriminatory job-related promotion, reclassification, reassignment and transfer program for all employees.

#### 13.1.2.4. SUPERVISORY RELATIONS

Employees are encouraged to discuss matters affecting their working conditions and their personal employee welfare with supervisors, verbally or in writing. There is a grievance channel open to them (through successive levels of supervision) in the event that a solution to a problem cannot be reached. Supervisory personnel are responsible to deal promptly with all employee complaints in accordance with the approved grievance procedure. (See [Policy #13.7.1](#))

#### 13.1.2.5. RECRUITMENT

All non-student employee recruitment will be centralized and conducted through the Human Resource Office or other designated agency. All student employee recruitment will be coordinated through the Snow College Human Resources Office.

#### 13.1.2.6. SELECTION

Selection of employees shall be on a competitive basis. Policies and procedures will help assure that the selected employee is chosen from a pool of qualified applicants.

#### 13.1.2.7. PROCEDURE

Snow College is an equal opportunity institution providing educational and employment opportunities without regard to race, color national origin, age, sex, pregnancy-related condition, disability, sexual orientation, or gender identity. Inquiries concerning the above, including the application of Title VI, Title IX, or Sec. 504, may be referred to the College, to the Human Resource Officer or to the Regional Director, Dept. of Education, Office of Civil Rights.