

Central Texas College District
Human Resource Management Operating
Policies and Procedures Manual

Policy No. 105: Affirmative Action/Equal Employment Opportunity

I. PURPOSE

To foster an employment environment free from all aspects of discrimination.

II. SCOPE

This policy applies to all CTCD employees at all locations.

III. RESPONSIBILITY

- A. The Board of Trustees periodically delineates CTCD policy and responsibility in regard to equal employment opportunity and non-discrimination.
- B. The CTCD Chancellor is responsible for the overall development, implementation, coordination, monitoring and auditing functions of Affirmative Action/Equal Employment Opportunity (AA/EEO). To ensure proper implementation and monitoring, the Chancellor has delegated AA/EEO responsibility to the Deputy Chancellor, Resource Management as an integral function of Human Resource Management.
- C. The Director, Human Resource Management is charged with the responsibility for development, implementation, coordination, reporting and dissemination of information regarding AA/EEO for all CTCD personnel.

IV. POLICY

Equal Employment Opportunity

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices. The College does not discriminate on the basis of race, color, religion, gender, national origin, age, disability or veteran status. As such, CTCD is committed to providing equal opportunity to all applicants and employees in all phases of the employment process including recruitment, hiring practices, retention, promotions, job assignments, benefits, compensation and training. Accordingly, it is the policy of the College to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

- A. Central Texas College District is committed to the practice of equal opportunity through a positive and continuing affirmative action program with the goal to maintain a balanced workforce in terms of ethnicity and gender.

- B. The AA/EEO officer assists the administration, faculty and staff in achieving the goals and objectives of the Institution in providing equal access and opportunity in compliance with all applicable policies and laws.
- C. The AA/EEO officer will provide ongoing training, monitor employment practices and serve as an employee advocate. All employees are expected to comply with existing policies and laws.

V. POLICY

Affirmative Action in Employment

CTCD has established an on-going program of affirmative action with good faith efforts directed towards the following:

- A. Determination of the extent to which minorities and women are under-utilized in major categories and identification and elimination of the specific causes of such under-utilization;
- B. Identification and elimination of any employment practices that adversely impact minorities, women and others protected by applicable law and the replacement of such practices with ones based on merit and valid job qualifications;
- C. Development, through special recruitment efforts and other measures, of applicant pools in which qualified minorities and women are represented in proportions sufficient to help reduce their under-utilization, where such has occurred;
- D. Development, through special recruitment efforts and other measures, of applicant pools in which handicapped/disabled persons and veterans are represented equitably;
- E. Projection of goals and timetables that will estimate the representation of minorities and women likely to result from the operation of the Affirmative Action Plan.

VI. PROCEDURES

The Affirmative Action Plan is available to all employees for review in the Human Resource Management office and in the Affirmative Action/Equal Employment Opportunity office. Key administrators are responsible for pursuing institutional affirmative action goals within their areas of concern.

Administrative, faculty and supervisory personnel are responsible for implementing consistent policies to eliminate any discriminatory practice, either intentional or inadvertent, with respect to the policies stated herein.