

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. To ensure proper implementation and monitoring the Chancellor has delegated affirmative action/equal employment opportunity responsibility to the Deputy Chancellor for Resource Management as an integral function of Human Resource Management.

The Director of Human Resource Management is charged with the responsibility for development, implementation, coordination, and dissemination of information regarding affirmative action/equal employment opportunity to all CTCD personnel.

IV. POLICY

Equal Employment Opportunity

CTCD practices and affords equal employment opportunity. Efforts to provide equal opportunity for females and minorities, and provide opportunities for advancement for all employees on an equal basis are outlined in condensed form in the Board of Trustees approved Flowdown Document 314.20.

CTCD is committed to its policy of equal employment opportunity, nondiscrimination, and a continuing and expanding positive program to assure maximum implementation of this policy.

V. POLICY

Affirmative Action in Employment

The 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 impact adversely on minorities, women, and others protected by applicable law, where the relationship to job performance has been clearly established; and the replacement of such practices by others which are 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 Vietnam era veterans are represented equitably;
- E. Projection of goals and timetables which will estimate the representation of minorities and women likely to result from the operation of the Affirmative Action Plan.

VI. PROCEDURES

- A. 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 provided copies of the Affirmative Action Plan, and they are responsible for pursuing institutional affirmative action goals within their areas of concern.
- B. Administrative, faculty, and supervisory personnel are responsible for implementing consistent policies to eliminate any discriminatory practice, either intentional or inadvertent, with respect to race, color, creed or religion, sex, age, disability, national origin, or status as a Vietnam era veteran. The employment, retention, training, transfer, promotion, and upward mobility of all employees are subject equally to these conditions.