



<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
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6Hx7-2.1 Equal Access/Equal Opportunity	January 25, 2016		

## **Purpose**

The purpose of this procedure is to present an overview of the College's Equity Plan and the roles of the designated administrators. Ultimate responsibility for equal employment opportunity through affirmative action rests with the College President, both institutionally and under the law.

## **Procedure**

- A. The District Board of Trustees, by official action, adopted an Equity Plan to implement Board Rule 6Hx7-2.1 and in compliance with Title VII of the Civil Rights Act of 1964, as amended.
- B. The Equity Plan represents the College's commitment to comply with equal employment opportunity regulations in all personnel transactions. It provides for the development and maintenance of formal procedures to ensure that personnel practices include remedial and prospective actions in accordance with the letter and spirit of equal employment opportunity without regard for race, ethnicity, creed, color, national origin, religion, age, sex, gender, pregnancy, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations.
- C. The Equity Plan is designed to identify and eliminate employment practices which are not based on valid job requirements, the establishment of goals to accomplish an equitable representation of the affected classes in the workforce of all operational and functional units throughout the College.
- D. The plan includes:
  1. reaffirmation of the Equal Employment/Educational Opportunity Board Rule,
  2. dissemination of the rule,
  3. annual review, update and submission of State mandated Equity Plan,
  4. review of personnel, business, and educational practices and procedures,
  5. utilization analysis,
  6. identification of problem areas and deficiencies, and
  7. establishment of goals and timetables and recommendations for action.

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E. The Chief Human Resource Officer (CHRO), or designee, is responsible for technical assistance to administrative and program units in the implementation of the Equity Plan, for the collection of data necessary to maintain records and make reports required by federal and state equal employment opportunity regulatory agencies, for dissemination of the College's affirmative action employment policy to appropriate community agencies, organizations and businesses and for such other duties related to the operation of affirmative action procedures as the College President may assign.

REFERENCES: F.S. 1001.64, 1001.65, 1006.53, Title VII, Civil Rights Act, 1964, as amended

Adopted Date: November 2, 1987

Revision Date: September 19, 2001, October 19, 2011, December 2, 2014, September 8, 2015

Reviewed Date: January 25, 2016