Policy: Equal Employment Opportunity

Policy Statement

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, disability, or veteran status be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the College of Coastal Georgia.

Reason for Policy

This policy ensures fair treatment of all employees and applicants, as well as compliance with federal and state laws.

Entities Affected By This Policy

All faculty, staff, students and applicants for positions at the College are covered by this policy.

Who Should Read This Policy

All Human Resources personnel, managers, supervisors and employees at the College should be familiar with this policy.

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Human Resources</td>
<td>(912) 279-5740</td>
<td><a href="mailto:hr@ccga.edu">hr@ccga.edu</a></td>
</tr>
</tbody>
</table>

Website Address for This Policy

http://www.cccga.edu/Policy/StudentAffairsPolicies.asp

Related Documents/Resources

Overview

The College is an affirmative action / equal opportunity / equal access institution. As such, the College is committed to providing equal employment opportunity for all persons regardless of race, color, sex, religion, creed, national origin, age, disability, veteran’s status or any other protected category in its educational programs, activities and employment.

I. Affirmative Action (AA) / Equal Employment Opportunity (EEO) Officer

The AA / EEO / 504 Officer for employees and applicants at the College is the Director of Human Resources, located in the Administration Building. Employees and applicants for employment may identify themselves and state what assistance, if any, is needed to provide reasonable accommodations.

II. Actions Covered

Equal opportunity extends to all aspects of the employment relationship, including, but not limited to, the following personnel actions:

- Recruitment, enrollment and educational practices;
- Hiring, placement, upgrading, transfer or promotion;
- Treatment during employment;
- Recruitment, advertising or solicitation for employment;
- Rates of pay or other forms of compensation;
- Selection for training;
- Layoff or termination; and
- Fringe benefits.

The College’s objective is to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job-related standards of education, training, experience or personal qualifications.

III. Employee Responsibilities
Every member of the College is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All College employees are expected to ensure that nondiscriminatory practices are followed at this institution.

IV. **Reasonable Accommodations**

For all employees and applicants for employment, as well as students with a disability, the College will provide reasonable accommodations, when requested. In such circumstances, employees should contact the Office of Human Resources, while students should contact the Coordinator of Student Disability Services.

**Responsibilities**

The responsibilities each party has in connection with the policy on equal employment opportunity are:

<table>
<thead>
<tr>
<th>Party</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Department</td>
<td>Ensure compliance with this policy.</td>
</tr>
<tr>
<td>All Faculty and Staff</td>
<td>Ensure that non-discriminatory practices are followed.</td>
</tr>
<tr>
<td>Director of Counseling and Disability</td>
<td>Ensure that student requests for reasonable accommodations are addressed.</td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
</tbody>
</table>

**Forms**

None

**Appendices**

None