

Policy Title: Affirmative Action and Equal Opportunity

Impact: Employees

Responsibility:

Effective Date: 07/28/1993

Last Update:

Relates to Procedure: 3.02.01

Legal Citation(s):

I. Statement of Intent on Equal Opportunity

North Idaho College recognizes that discrimination in employment and education based upon race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran* has foreclosed economic and educational opportunity to a significant number of people in the United States. To correct this inequity and to afford everyone the opportunity to participate without discrimination, N.I.C. pledges the following:

- A. To eliminate all vestiges of policy that tend, intentionally or otherwise, to discriminate on the grounds prescribed by federal and state laws and in order to eliminate all traces of discrimination.
- B. To take affirmative action to recruit, employ, and promote qualified members of those groups formerly excluded.

*Hereafter, may be referred to as "federally designated groups."

II. Statement of Policy on Equal Employment and Educational Opportunity and Affirmative Action

It is NIC policy to prohibit and eliminate discrimination on grounds of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran, pursuant to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Idaho Code Chapter 73 of Title 18, Chapters 16 and 17 of Title 44, and Chapter 59 of Title 67, Executive Order 11246 as amended, the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act, of 1975 the Age Discrimination in Employment Act Amendments of 1978, the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other relevant statutes that guarantee equal opportunity for all persons and groups within our society.

III. Affirmative Action Regarding Students

NIC requires equal opportunity for the federally designated groups in recruitment, admission, curricular and extra-curricular programs, advising and retention practices, student aid and employment.

In furtherance of this policy, NIC pledges the following:

- A. To encourage members of the federally designated groups to enroll.
- B. To actively recruit federally designated group members through available programs.
- C. To ensure access to NIC facilities without regard to race, religion, color, national origin, age, handicap, or sex.

IV. Affirmative Action in Employment

It is NIC policy not merely to refrain from employment discrimination as required by the various federal and state enactments, but to take positive affirmative action to increase substantially the numbers of federally designated group members in positions where traditionally they have not been employed.

In furtherance of this policy, NIC pledges the following:

- A. To recruit, employ, compensate, train, and promote people in all areas of the work force (administration, faculty, staff, and students) on an equal and impartial basis regardless of race, religion, color, national origin, age, handicap status or sex, except where sex is a bona fide occupational qualification as defined in federal regulations.
- B. To base employment decisions on the principles of equal opportunity.
- C. To ensure that promotion decisions are in accordance with principles of equal opportunity by imposing only documented, job related requirements for promotional opportunities.
- D. To ensure that all personnel matters, such as compensation, benefits, transfers, layoffs, returns from layoff, leave, NIC sponsored training, education, tuition assistance, and social and recreational programs, are administered without regard to the factors specified above.
- E. To take affirmative action on behalf of members of the federally designated groups in order to eliminate the continuing effects of past discrimination in employment by actively recruiting members of these groups for employment.

V. Program Development

NIC also pledges to continue an Affirmative Action Program in accordance with the spirit of the law. Inherent in such a program are the following:

- A. A work force and a student body which reflect a distribution of the federally designated group members consistent with the availability of such persons within the appropriate market.
- B. A recruitment process which seeks out and encourages members of the federally designated groups to apply. No permanent appointment will be made until this process has been carried out.
- C. A reasonable self-analysis to identify and analyze practices which do, or tend to, discriminate against members of the federally designated groups.
- D. A result-oriented procedure directed at the elimination of such deficiencies including (a) numerical goals when appropriate, (b) specific steps toward these ends, and (c) timetables for the prompt achievement of the goals.
- E. A procedure for prompt, fair, and impartial consideration of all complaints of discrimination arising at NIC.
- F. Submission of affirmative action program reports to the appropriate federal and state agencies and to the college community.

VI. Statement of Educational Integrity

This policy does not require NIC to eliminate or dilute standards that are necessary to the successful performance of its educational functions. The concept does require, however, that any standards or criteria that have had the effect of excluding women, minorities, or handicapped persons be eliminated, unless NIC demonstrates that such standards or criteria are conditions of successful performance.

VII. Statement of Responsibility

Authority and responsibility for implementing, maintaining, and monitoring affirmative action and equal opportunity at NIC lie primarily with the president and the affirmative action officer.

Although the president exercises, in consultation with the affirmative action officer, ultimate authority and responsibility for affirmative action and equal opportunity at NIC, each vice president is responsible for monitoring and controlling activities within his/her area of responsibility to ensure full implementation of this policy and program. Directors, departmental administrators, and other officers are similarly responsible within their areas of jurisdiction.

The Affirmative Action Committee, by serving as advisor to the president and by reporting to the College Senate, monitors and advances the affirmative action and equal opportunity program at NIC.



Finally, all college personnel are expected to assume responsibility for assisting in the goals set forth in the Affirmative Action Program and for making equal opportunity a functioning condition of life at NIC.