

CHAPTER III

AFFIRMATIVE ACTION COMPLIANCE PROGRAM PLAN

(The Personnel Manual was merged into this document July 1, 1997)

SECTION 1: POLICY STATEMENTS

Sec. 1-1. Statement of administrative policy

(a) **No discrimination.** The President and staff reaffirm the policy that no discrimination on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran will exist in any area of the academic or employment practices of the College.

(b) **Compliance with equal employment opportunity.** Rose State College reaffirms its commitment to the continuation and expansion of programs to ensure compliance with its equal employment opportunity policy.

(c) **Affirmative action.** The institution will take affirmative action to ensure that applicants and employees are treated in a non-discriminatory manner. This commitment embraces the development and maintenance of the Affirmative Action Compliance Program Plan involving necessary additional efforts which include, but are not limited to, employment, training, transfer, demotion, promotion, recruitment or recruitment advertising, layoff, tuition assistance, termination, rates of pay, and other forms of compensation.

(d) **Employee protection.** All employees or applicants for employment are assured that they are protected from coercion, intimidation, or discrimination for filing a complaint or assisting in an investigation under any of the Equal Employment Opportunity Regulations.

(e) **Regulations, programs, and documents.** All regulations, programs, and documents required by these EEO Regulations are available for inspection in the Human Resources/AAO Office of Rose State College during regular business hours of the College. Interested persons may contact the Executive Director, Human Resources/Affirmative Action Officer or their designee at Rose State College; 6420 S. E. 15th Street; Midwest City, Oklahoma 73110.

(f) **Responsibility for implementation.** The College President, as Chief Executive Officer, assumes the responsibility for implementation of these programs. The responsibility for development, implementation, update and monitoring of these programs has been assigned to the Executive Director, Human Resources/Affirmative Action Officer who reports directly to the President on affirmative action matters.

Sec. 1-2. Equal Employment Opportunity Statement

Rose State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA); Genetic Information Nondiscrimination Act of 2008 (GINA), and other federal laws and regulations, does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial

aid, and educational programs, activities, or services. Issues of noncompliance are to be referred to the Affirmative Action Officer, Administration Building, Room 104; telephone (405) 733-7979.

Sec. 1-3. Employment selection

Employment selection continues to be an essential element of the Rose State College Affirmative Action Compliance Program Plan and provides opportunities for personnel in all job groups, administrative/executive/managerial, professional, faculty, and classified staff, to be promoted or transferred without discrimination on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran. The College is committed to equal opportunity employment and to employment of only United States citizens and aliens authorized to work in the United States.

Sec. 1-4. Dissemination of administrative policy

The College will disseminate its administrative policy in the following ways:

(a) **Within Rose State College:**

- (1) **Policy manuals.** Include it in the institution's Policies and Procedures Manual.
- (2) **Publications.** Publicize it in institutional newspapers, magazines, annual reports, and other media.
- (3) **Special meetings.** Conduct special meetings with executive, administrative, managerial, and supervisory personnel to explain intent of policy and each individual's responsibility for effective implementation.
- (4) **Special meetings with all other employees.** Schedule special meetings with all other employees to discuss policy and explain individual employee responsibilities.
- (5) **Discussion of policy.** Discuss the policy thoroughly in both employee orientation and management training programs.
- (6) **Nondiscrimination clauses.** Include nondiscrimination clauses in all union agreements and review all contractual provisions to ensure they are nondiscriminatory.
- (7) **Institutional publication.** Publish articles covering affirmative action programs, progress reports, promotions, etc., of minority and female employees in institutional publications.
- (8) **Posting of policy.** Post the policy on institutional bulletin boards.
- (9) **Photographs.** When employees are featured in student recruitment brochures, employee handbooks, or similar publications, both minority and non-minority men and women should be pictured.
- (10) **Communication to employees.** Communicate to employees the existence of the institution's affirmative action programs and make available such elements of these programs as will enable employees to know of and avail themselves of their benefits.
- (11) **Dissemination.** Disseminate the Affirmative Action Compliance Program Plan within the institution with reference copies readily available to staff and students upon request.
- (12) **Copies on file.** The Rose State College Affirmative Action Compliance Program Plan, guidelines for implementation, and supporting data are public documents. Copies are on file in the following offices:

- (A) Office of the President
- (B) Offices of the Vice Presidents