



College of The Albemarle Policy

Policy Number: 3.1.1

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Title: Equal Employment Opportunity

Related Policy and Procedures:

Division of Responsibility: Human Resources

A. Equal Employment Opportunity

The College provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation, or status as a covered veteran in accordance with all applicable federal, state, and local laws. Upon request, the College will make reasonable accommodations for qualified individuals with disabilities so that they may be able to perform the essential functions of their job unless doing so would result in an undue burden for the College.

This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, and compensation.

Any inquiries, questions or clarifications regarding this policy should be made to the director of human resources.

B. Affirmative Action

The College is committed to affirmative action for the elimination of discrimination in all personnel actions. The Board of Trustees charges college administration with the responsibility of implementing affirmative action through the following objectives and goals:

1. To affirm and extend the College's commitment to the principles of equal employment and educational opportunities.
2. To make a strong recruiting effort to create a diverse workforce, including management.
3. To monitor, recommend, and enforce personnel policies to ensure all employees are treated in a fair, nondiscriminatory manner regarding salaries, fringe benefits, promotions, transfers, demotions, and terminations.
4. To comply with all provisions of federal and state laws as well as any applicable court decisions and presidential orders in the area of civil rights, contract compliance, and equal opportunity employment.
5. To contribute to the development of a community in which opportunity is equalized for all individuals regardless of race, national origin, color, religion, sex, disability, age, or political



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affiliation and to utilize human and material resources in developing skills and opportunities of members of all groups.

Legal Reference: Title VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; The Genetic Information Nondiscrimination Act of 2008; Title IX of the Education Amendments of 1972; 1C SBCCC 200.95; the Pregnant Workers Fairness Act of 2023

June 13, 2023

October 10, 2023

October 10, 2023

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision