



Administrative Policy	7.1.1
Policy Title	Equal Employment Opportunity Program
Related Policy	Policy Governance Chapter II Section C Treatment of Staff
Correlated Administrative Policies	
Adopted Date	07/05/87; modified 06/24/92; revised 12/17/09

Employment practices of the College shall be based on a policy of securing, at any given time for any given position, employees with the best training, education, experience, adjudged ability, and promise to perform work effectively without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.

The College will address all requests for accommodation of disabilities either by employees or applicants. Employees who wish to request an accommodation of a physical or mental impairment should first make the request to their immediate supervisor. Employees should also feel free to take requests for accommodation directly to the Human Resources Officer, particularly if the employee's supervisor has not responded to the employee's request for accommodation within a reasonable time, or the employee feels that the response has been inadequate or inconsistent with the College's legal obligations. Applicants who require accommodation for any step in the application or selection process should contact the College's Human Resources Officer.

The following affirmative procedures are implemented to enforce the college policy on Equal Employment Opportunity throughout all areas of the Central Wyoming College. It is required that the procedures be reviewed as deemed necessary by laws, regulations, etc.

A. Program Coordination

President of the College or her designee (Administrator)
 Human Resources Officer (Administrative Representative)

Coordination of the Equal Employment Opportunity Program shall be the direct responsibility of these individuals.

B. Dissemination of Equal Employment Opportunity Policy

1. This document will be available to all college employees and discussed at management and supervisory meetings covering such subjects as recruitment, screening and hiring, training, and transfer of employees.



2. All college employees will be kept informed of the Equal Employment Opportunity Program through college and campus publications and communications, divisional and departmental meetings, staff orientation programs, posters, etc.
3. Copies of the complete program document are to be made available to the public.
4. All purchase orders and subcontracts will contain a statement regarding the college's commitment to an equal employment policy.

C. Responsibility for Implementation of Program

Administrative Officers (vice presidents, deans, directors, and other supervisory personnel) are responsible for the implementation of this program within their functional areas of responsibility and will be held accountable for its implementation.

D. Recruitment and Placement

1. The college, through its recruitment and employment policies and procedures, will recruit and employ the best qualified personnel available for all its diverse activities and will provide equal opportunities during employment without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.
2. Recruitment sources will be made aware of the college's policy and commitment to equal employment opportunity.
3. The college shall display official equal employment opportunity signs at appropriate places.
4. The application forms for employment shall meet federal and state guidelines regarding equal opportunity.
5. The college will develop and maintain records to demonstrate results toward equality of recruitment and placement activities.
6. All pre-employment tests administered by the college will be non-discriminatory.
7. All advertisements for personnel will identify Central Wyoming College as an equal opportunity employer.
8. Persons serving on employment screening committees will have been advised of legal hiring procedures.



E. Employment Development and Training

1. Selection of employees to participate in various training and educational programs shall be without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.
2. Supervisors at all levels are responsible for identifying employees (without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations) with advancement potential and to encourage such employees to participate in training programs in an effort to improve their employment status.

F. Performance Appraisals, Promotions, Transfers, Demotions, Discipline and Related Personnel Action

1. All employment decisions, including, but not limited to, termination, promotions, salary increases, transfers, demotions, discipline, and renewal of employment agreements are to be in accordance with college policies and procedures without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.
2. For the purposes of promotions, retrenchment, transfers, and filling temporary openings, the employee's qualifications, including ability to perform the duties of the position, shall be considered without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.
3. All employee evaluations will be completed without regard for race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.

G. Compensation and Benefits

All college compensation and benefit programs are to be administered without regard to race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations.

H. Facilities

All college facilities will be used and maintained on a non-discriminatory basis and in accordance with CWC Administrative Policy 5.3 Use of College Facilities.



I. Activities

Participation in college activities will not be restricted by race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations. Age restrictions may be imposed to ensure the safety of the participants. Any participant with a disability who is otherwise eligible to participate in a college activity may request assistance for participation by contacting the college's Human Resources Officer or the Vice President for Student Services.

J. Community Relations

Central Wyoming College will continue its efforts to develop and expand appropriate relationships with governmental agencies, community groups, and other organizations which have equal employment opportunity objectives.

K. Complaints or Appeals through Administrative Channels

Present Employees

A complaint may be filed by an employee if the employee believes discriminatory action based on race, creed, color, religion, national origin, sex, age, marital status, disability, political affiliation, or membership in professional organizations has been practiced against said person. Such a complaint shall be filed according to recognized grievance policy #7.3.8 (grievance procedures are available in the Human Resources Office).

L. Records and Reports

1. Records of personnel decisions on applications for employment and reasons for them are to be kept for a minimum of two years. Such records may be reviewed by appropriate administrative officers or the Affirmative Action Officer/ Human Resources Officer to determine the effectiveness of the Equal Employment Opportunity Program.
2. If requested, Human Resources Officer shall prepare and submit to the president for ultimate submission to the Board of Trustees, following a review with college-wide administration, an annual report of the Equal Employment Opportunity Program.
3. The Human Resources Officer shall prepare and submit to inquiring governmental compliance agencies, as may be required, written reports outlining specific efforts and elements of progress resulting from implementation of the detailed program to assure equal employment opportunity.