



<p align="center">Policy Title</p> <p align="center">Equal Opportunity in Employment, Education, and Affirmative Action Policy</p>	<p align="center">Original Adoption Date</p> <p align="center">7/19/1973</p>	<p align="center">Policy Number</p> <p align="center">HR-177</p>
<p align="center">Responsible College Division/Department</p> <p align="center">Human Resources</p>	<p align="center">Responsible College Manager Title</p> <p align="center">Executive Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p><u>Equal Employment Opportunity</u></p> <p>The college prohibits discrimination and retaliation and maintains fair and impartial relations with employees and applicants in employment practices including, but not limited to, recruitment, hiring, transfer, promotion, training, staff reductions, compensation and benefits, termination, retention, certification, testing, and committee appointments.</p> <p><u>Compliance</u></p> <p>Equal opportunity in employment, education and affirmative action compliance relate to the following laws: Titles VI and VII of the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1987; the Civil Rights Act of 1991; the Age Discrimination in Employment Act of 1967 and 1975; the Equal Pay Act of 1963 as amended; Title IX of the Education Amendments of 1972; the Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA); the Carl D. Perkins Vocational Education Act; the Office of Civil Rights Guidelines for Elimination of Discrimination and the Denial of Services in Vocational Education Programs (34 CFR, Part 100, Appendix B); Section 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974; Chapter 38, the Wisconsin Fair Employment Law (Section 111.31-111.395 Wisconsin Statutes); 1989 Wisconsin Acts 186, 177 (ss. 111.31-39, Wisconsin Statutes); Prohibiting Discrimination and Harassment Against Students (ss. 38.23, Wisconsin Statutes); 1991 Wisconsin Act 227; applicable federal and state executive orders; and any other legislation related to equal opportunity, equal education, and affirmative action.</p> <p><u>Equal Education</u></p> <p>Neither the college nor its employees will prevent a student from their right to avail themselves of the educational opportunities provided at Lakeshore Technical College (LTC) because of their race, creed, color, religion, sex, age, national origin, disability, pregnancy, ancestry, marital status, sexual orientation, genetic testing, political affiliation, parental status, arrest record, economic or social condition, or arrest or conviction record.</p> <p>Alleged acts of discrimination which violate federal or state laws or regulations and established college policies shall be reported directly to the Vice President of Human Resources and Talent Development /Affirmative Action Officer of LTC. All complaints will be handled promptly and equitably through procedures developed pursuant to Section 106.8 of the Title IX Educational Amendments and the 1989 Wisconsin Act 186.</p> <p><u>Harassment/Assault</u></p>		



The college, through its commitment to equal employment/education opportunities and affirmative action, affirmatively provides that all employees and students work or study in an environment free of harassment and assault in accordance with the laws of the United States and the state of Wisconsin.

Harassment of or by employees and students on the basis of race, sex, color, national origin, age, disability, or other protected status is unlawful practice and prohibited.

Accommodations for Persons With Disabilities

The college ensures physical accessibility to programs and facilities. Reasonable accommodations will be provided for persons with disabilities to ensure equal access to employment, educational programs, services, and activities. Persons with disabilities needing an accommodation are responsible for initiating a request using the Reasonable Accommodation Process. Students will contact the Disability Services Coordinator in the Student Services Division and applicants and employees will contact the Affirmative Action Officer in the Human Resources Department at the Cleveland campus.

Accommodations for Religion/Creed

The college complies with s. 38.04(16), Stats., and TCS 14 which provides for the reasonable accommodation (applies only to required religious activities) of a student's sincerely held religious beliefs with regard to scheduling examinations and other academic or work place requirements. This commitment also applies to employees. The employee will submit a written request to his/her manager and the student will submit a written request to his/her instructor at least five work/school days before the anticipated absence.

Contractors/Vendors

The college ensures that vendors and suppliers of services do not discriminate and that they maintain reputable equal opportunity and affirmative action practices. The college also encourages purchase of services and/or products from women, minority, and disabled business owners.

Affirmative Action/Equal Opportunity

The college integrates the principles and concepts of affirmative action into all employment and educational practices. The college continually works towards achieving a culturally diverse work force and student body by taking affirmative steps to hire and enroll women, minorities, veterans, and persons with disabilities.

Affirmative Action/Equal Employment/Education Responsibility

The College will have an affirmative action program for women, racial/ethnic groups and persons with disabilities in its educational programs and services and all its employment practices including, but not limited to: recruitment, hiring, transfers, promotions, training, staff reductions, terminations, retention, certification, testing, and committee appointments.



While the development and monitoring of the affirmative action program is primarily the responsibility of the Affirmative Action Officer, the support of every employee, student and recipient of College services is required to assure an environment conducive to the success of the program.

Role of the Affirmative Action Officer

The college Affirmative Action Officer and the Equal Opportunity Education Officer responsibilities include planning and development of a written Affirmative Action plan, internal and external communication procedures, collecting and analyzing employment and student data, identifying problem areas, developing and implementing initiatives to remedy/eliminate discriminatory practices, conducting internal monitoring, identifying training needs, investigating complaints and recommending appropriate actions, and submitting compliance plans and reports to the Wisconsin Technical College System Affirmative Action Officer and other federal and state agencies. Periodically the Affirmative Action Officer and Equal Opportunity Education Officer updates the President and the College District Board.

Reason for Policy

Purpose

Lakeshore Technical College (LTC) is committed to its legal, social, and economic responsibilities in the areas of equal opportunity, equal education, and affirmative action. Furthermore, equal opportunity and equal education is for all persons, regardless of race; color; creed; national origin; ancestry; religion; age; sex; sexual orientation; marital status; pregnancy; disability; arrest or conviction record; political affiliation; veteran status; genetic testing; service in the armed forces; and the use or nonuse of lawful products off the employer's premises during nonworking hours.

Cross References and Legal Review

Reviewed/Revised: 1/19/78; 3/19/81; 6/21/84; 9/21/89; 11/16/89; 8/21/91; 8/19/92; 5/19/93; 9/21/94; 12/15/94; 6/17/96 (merged AC and JB); 11/25/96; 3/12/99; 3/28/03; 3/9/04; 3/29/05; 12/15/08; 7/20/2010; 1/25/13; 1/12/15; 1/15/15; 4/10/15, 3/5/2019

Legal Reference: Wisconsin Statutes 38.04(16), 38.23, 111.31 to 111.39, and 118.13 Wisconsin Fair Employment Law Federal Laws cited

Cross Reference: Accommodation Procedure for Religious Beliefs; Lakeshore Technical College Complaint Procedure; Sexual Assault; Discrimination and Harassment; Americans With Disabilities Act; Employee Progressive Discipline Policy; Student Code of Conduct Violation Procedures; Complaint Form (Human Resources Department)

Legal Counsel Review and Approval: 12/15/08

Board Policy: III.A. General Executive Constraint, III.B. People Treatment

Definitions

"Academic requirements" means any activity required of a student as part of a course of study or as a condition of enrollment.



Lakeshore Technical College
Official Policy

"Examination" means an exercise testing knowledge or skill.

"Instructor" means a person employed by the district to teach one or more courses under s. TCS 3.02
[Equal Opportunity and Affirmative Action Complaint Procedure](#)