

Affirmative Action/Equal Employment Opportunity (AA/EEO)

It is the policy of NCCC to seek and employ the best qualified personnel for all positions, to provide equal opportunities for the advancement of all personnel, including upgrading, promotion and training, and to administer their activities in a manner which will not discriminate against any person because of race, color, national origin, gender, age, religion, disabilities, marital status, or status as a veteran.

The college will:

1. Insure that applicants are recruited, employed, and treated during employment without regard to race, color, national origin, gender, age, religion, disabilities, marital status, or status as a veteran.
 - a. Indicate in all advertising for employment that the college is "AA/EEO." No preference will be shown for men or women in the advertisements.
 - b. Maintain current information on college work force composition by minority groups and gender.
 - c. Work with those agencies representing women and people of color in recruitment efforts.
2. Assure adequate opportunity for employment of minority employees throughout the campus.
 - a. Develop programs of training for all personnel.
 - b. Promote personnel in accordance with ability and job performance.
 - c. Maintain equality in compensation, fringe benefits or working conditions within each job classification.
 - d. Utilize the AA/EEO policy regarding demotion, termination, and retrenchment.
 - e. Review job requirements to insure that they do not have the effect of inadvertent discrimination.
3. Inform all faculty and staff regarding the AA/EEO policy on a regular basis.
4. Provide a prompt, fair, and impartial consideration and disposition of complaints involving issues of discrimination without fear of reprisal or sanctions.
5. Revise and update the AA/EEO policy as necessary to conform to federal and Kansas regulations, to assure compliance and to give full consideration and opportunities to minority groups and women.
6. Work with the Kansas Civil Rights Commission and other agencies in implementing this policy.
7. Provide for the appointment by the President of an AA/EEO committee. The Chief Human Resources Officer shall serve as AA/EEO officer. The AA/EEO committee shall be responsible for implementation of the AA/EEO policy of the college.
8. Receive and file applications of those seeking employment. Send a letter to applicants notifying them of receipt of application and status of open position.
 - a. Notify college personnel of vacancies and post position announcements.
 - b. List vacancies through appropriate media and placement offices based upon the type of opening. Such listing shall not be required under the following circumstances:
 - 1) When the President determines that advertising a position will be detrimental to the college due to an immediate need, and a qualified person is available to fill the position, the President may appoint such person to the position.

- 2) When the President determines that non-faculty position may be filled by promotion of a qualified employee of the college.

The President may then appoint such person to the position subject to board approval without advertising the opening.

- c. Include the following in position announcements:
 - 1) Responsibilities
 - 2) Salary range
 - 3) The statement: "NCCC is an AA/EEO employer"
 - 4) Qualifications
 - 5) References required
 - 6) Transcripts required, if appropriate
- d. Fill a position when a qualified person, able to meet job responsibilities and willing to accept the salary offered, is located.

Revised: 12/13/16