

**CLOVER PARK TECHNICAL COLLEGE  
POLICY & PROCEDURE**

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CHAPTER	SECTION	TITLE	HISTORY:	
2	3	AFFIRMATIVE ACTION	Adopted: 1992	Revised: 2004

**MISSION**

To work toward parity within the college's workers within the legislative mandate of Initiative 200.

**POLICY**

All employees and potential employees will be provided equal employment opportunity.

Clover Park Technical College reaffirms its commitment to providing equal employment opportunity and nondiscrimination for all persons without regard to race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, veterans' status, or the presence of any physical, sensory, or mental disability.

Employment and enrollment procedures that are not conducive to equal employment or enrollment opportunities will be removed.

Employees, students, volunteers, and contractors will be free from all forms of discrimination.

In recognition of the right of each individual to be free from harassment and further recognizing the responsibility of all employees to maintain that environment, Clover Park Technical College prohibits all employees, students, volunteers, and contractors from engaging in any and all forms of racial, religious, and sexual harassment including jokes, slurs, innuendo, and exposure to suggestive or biased material.

Clover Park Technical College's Affirmative Action policy is based upon the following rules and regulations:

Presidential Executive Orders 11246, as amended, and 11478; Congressional Federal Register (CFR) Title 41, Part 60-2, Revised Order No. 4; the Equal Pay Act of 1963, Title VI and Title VII of the Civil Rights Act of 1964, as amended by the President on March 24, 1972; Title IX of the 1972 Education Amendments; Equal Employment Opportunity governing guidelines, Sections 503 and 504 of the Rehabilitation Act of 1973; CFR Titles 28, 29, and 43; 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; Title II of the Education Amendments of 1976; the Governor's Executive Order 85-09; and Chapters 49.60 and 43.43, Revised Code of Washington, the Americans with Disability Act of 1990; the Age Discrimination

in Employment Act; and the Fair Labor Standards Act; and will be an integral part of all personnel practices and employment, development, advancement, and treatment of employees.

This policy shall be publicized internally and externally by incorporating an equal opportunity statement on public documents.

Clover Park Technical College recognizes that its Affirmative Action Plan/Policy must be comprehensive and communicated to all employees and other interested individuals or groups. All recruiting sources, community-based organizations, subcontractors, and vendors are informed of the College's policies supporting Affirmative Action and/or Equal Employment Opportunity.

### **PROCEDURE**

Equal Employment Opportunity and Affirmative Action policy will be included in Clover Park Technical College's Policy and Procedures Manual. All employees will be informed of the college's Affirmative Action Policy and copies will be available in the Office of Human Resources for their review.

#### **A. Responsibility for Implementation of the Affirmative Action Policy**

The President of Clover Park Technical College designates the Vice President for Human Resources and Employee Relations, 4500 Steilacoom Blvd. SW, Lakewood, Washington 98499, telephone (253) 589-5533, as Affirmative Action Officer to develop, implement, and monitor the Affirmative Action Policy and related goals.

The Affirmative Action Officer will ensure Affirmative Action goals are being met and, whenever necessary, will develop and implement action plans to meet standards of the policy.

The Affirmative Action Officer will review Affirmative Action progress quarterly.

Clover Park Technical College will make every effort to attain its Affirmative Action goals within time frames set forth in the Affirmative Action Plan.

Leadership Team members are accountable for implementation of the College's Affirmative Action Plan within their division. The President or the Affirmative Action Officer will initiate corrective action needed to assure the established goals and timetables for hiring and promoting protected group members are being met throughout the college.

Annual reports that monitor progress toward the college's goals will be available from the Office of Human Resources.

#### **1. Responsibility / Action**

Employee - Equal employment opportunity and Affirmative Action are vital responsibilities and, as such, assume equal importance within all functions of the College. It shall be the responsibility of each employee to comply with and promote these policies.

Affirmative Action Officer - Monitors progress toward goals on a daily basis. Reviews and approves Affirmative Action goals and annual Affirmative Action Plan. Initiates corrective action needed to maintain and promote Affirmative Action policies. Investigates complaints and recommends corrective or disciplinary action to the President.

Leadership Team - Assumes responsibility and accountability for meeting Affirmative Action Policy goals within their division.

President - Monitors the annual reports and initiates action if the college is not in compliance with the policy.