

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

Applies to: Faculty, Staff and Students

A. Policy Guidelines

It is the policy of James A. Rhodes State College that discrimination against any individual for any reasons of race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), or because he/she is a Vietnam-era veteran or a disabled veteran is specifically prohibited. Accordingly, equal opportunity will be extended to all persons. The College's admissions policies, instructional programs, extracurricular activities and employment practices will reflect this Nondiscrimination Policy.

B. Responsibility

1. The Director of Human Resources will be responsible for the application and the administration of the College's Nondiscrimination Policy to all college personnel and operational policies and employment practices.

He/she will provide assistance to the College in the areas of:

- a) Instructional staff recruitment and employment
- b) Non-academic employee recruitment and employment
- c) Purchasing, contracting, and construction

2. The Vice President of Student Affairs, Marketing and Development will be responsible for the application and the administration of the College's Nondiscrimination Policy to all student programs and activities including student recruitment, admissions, and placement.
3. The Director of Human Resources and the Dean of Student Development Education are the College's compliance officers for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Employees or applicants for employment who believe that they have suffered discrimination, including sexual harassment, should contact the Director of Human Resources; students with the same belief should contact the Dean of Student Development Education.

C. Dissemination of Policy

1. Information about the College's Nondiscrimination Policy will be communicated to all employees through College publications and other available media. Examples include the Faculty Handbook, the Search Guidelines and Employment Procedure Manual, and postings in all campus buildings. This information, as it applies to students, will be communicated in the College catalog and other appropriate student publications.
2. To ensure awareness, understanding, and positive meaningful and effective implementation, the subject of nondiscrimination and the College's commitments under state and federal laws will be assigned a high priority for discussion at appropriate management and supervisory meetings. Required reports will be made to the appropriate legislative and governing bodies.
3. Community organizations, news media, secondary schools, colleges, and all recruiting sources will be informed when necessary about the College's Nondiscrimination Policy.

D. Faculty/Staff Recruitment

1. The College recruits on the basis of qualifications and demonstrated performance without regard to race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), or the fact that the candidate is a Vietnam-era veteran or a disabled veteran.
2. All sources of applicants including public and private employment agencies, professional recruiting firms, high schools and college placement offices, local churches, and community interest groups will be advised as required of the College's Nondiscrimination Policy.
3. Appropriate notices setting forth the College's Nondiscrimination Policy will be included in all solicitations or advertisements for new employees. The identification feature, "An Equal Opportunity/ADA Employer, M/F V/D" will be used on all recruiting and other employment publications.

E. Employment and Placement

1. The James A. Rhodes State College will base selection of personnel on the basis of qualifications including skill, ability, training, and demonstrated performance. The College will make every reasonable effort to fill available positions with the best qualified persons available regardless of race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), or because they are Vietnam-era veterans or disabled veterans.
2. Applicants will be screened and referred for employment consideration without regard to the non relevant factors of race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), Vietnam-era veteran status, or disabled veteran status.
3. Screening procedures such as interviewing and testing will be consistent with applicable laws and sound practices.
4. Regular appointments and positions will use appropriate employment forms for applications. Other relevant personnel records will be in compliance with the applicable federal and state laws.

F. Compensation and Benefits

The College does not and will not discriminate in the compensation received by any of its employees. Compensation and benefit programs are administered solely on the basis of entitlements without regard to race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), Vietnam-era veteran status, or disabled veteran status.

G. Construction

The College will take necessary steps to be sure that all contractors on construction projects provide employment to any qualified worker without regard to race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), Vietnam-era veteran status, or disabled veteran status, or labor union affiliation; and will insist that contractors are, in fact, equal opportunity employers. Such proof may include, but is not necessarily limited to, a firm commitment to employ specific numbers of minority workpeople. When applicable, the College will coordinate this policy with The Ohio State University.

H. Facilities and Activities

With the exception of those facilities that must be segregated on the basis of sex, all facilities and activities will continue to be open to all persons without regard to race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), Vietnam-era veteran status, or disabled veteran status.

I. Labor Relations

1. There will be no illegal interference with the right of employees to become or continue as members of organized labor.
2. A nondiscrimination statement will be incorporated in any understanding or agreement between the College and any labor union.

J. Individual Responsibility

1. Each Vice President, Dean, Chairperson, Director, and Supervisor will be responsible within his/her area of jurisdiction to ensure full compliance to this policy.
2. It is the obligation of each employee of the College to adhere to this policy.