



Ohio Administrative Code

Rule 3358:16-101-02 Equal Employment Opportunity.

Effective: May 3, 2015

Terra state community college does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex, age, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in provision of educational programs and services or employment opportunities and benefits.

Terra state community college will fully comply with all federal, state, and local laws and regulations relating to equal employment opportunities.

Procedures:

(A) Responsibility for coordinating the development and internal and external communication of Terra state community colleges equal employment opportunity policy statements and programs shall rest with the designated college administrators.

(B) Each Terra state community college administrator shall be responsible for assuring compliance with the colleges equal employment opportunity policies and programs within his/her department or division by identifying and finding solutions to problem areas.

(C) All employees of Terra state community college shall be advised of the colleges policy on equal employment opportunity through the policies and procedures manual, the presidents statement on equal employment opportunity at Terra state community college, publication of the equal employment opportunity policy through college media, such as bulletins, public folders in outlook, catalogs, application forms, or forms used in connection with the recruitment of employees.

(D) External members of the community shall be informed of the colleges equal employment opportunity policy through college publications, and by distribution of information to news media, secondary schools, colleges and other recruiting sources.



(E) All employment decisions at Terra state community college will be based on merit, qualifications, and abilities. The college shall recruit, hire, and promote employees without regard to race, color, religion, national origin, ethnicity, sex, age, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status.

(F) The college will insure that employment decisions shall be in accordance with principles of equal employment opportunity.

(G) The college will insure that personnel actions, such as terms of employment, compensation, benefits, transfers, layoffs, return from layoff, college sponsored training, and social and recreational programs will be administered without regard to race, color, religion, national origin, ethnicity, sex, age, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status.

(H) The college will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training

(I) The purpose of the colleges equal employment opportunity policy is to produce an appropriate representation of the various minority groups at all levels of employment.

(1) Applicants for employment will be selected in accordance with the needs of Terra state community college and previous qualifications as stated on the position announcement.

(2) Review of qualifications of all applicants shall insure that minorities and women are given full and equal opportunity for transfer of promotion.

(3) Screening procedures such as interviewing and/or testing shall be consistent with applicable laws and good personnel practices.