

- (X) Faculty
- (X) Staff

College Policy – Equal Employment Opportunity

Scope

Newberry College strives to provide equal opportunity in employment to all employees and applicants. No person will be discriminated against in employment because of race, religion, color, gender, (except when gender is a bona fide occupational qualification), sexual orientation, age, national origin, physical or mental disability (except when making reasonable accommodations for physical or mental disabilities that would impose undue hardship on the conduct of College business), or status as a disabled veteran.

Nondiscriminatory consideration is to be afforded applicants and employees in all employment actions including recruiting, hiring, training, promotion, placement, transfer, layoff, leave of absence and termination.

Policy

All personnel actions to include such matters as compensation, benefits, transfers, layoffs, College-sponsored training, education, tuition assistance, and social and recreational programs are to be administered according to the same principals of equal opportunity. Promotion and advancement decisions are to be made in accordance with the principles of equal opportunity, and the College, in general, attempts to fill existing position vacancies from qualified persons already employed by the College. Outside applicants may be considered concurrently at the discretion of the selecting official.

To facilitate the College's affirmative action efforts on behalf of disabled workers, and disabled veterans, individuals who qualify and wish to benefit from the Affirmative Action Plan are invited and encouraged to identify themselves. Unless otherwise required by law, the information obtained will be kept confidential, except that supervisors and managers may be informed about restrictions on the work or duties of disabled persons and about necessary accommodations.

Newberry College is committed to the effective implementation of its equal employment opportunity policy and to aggressive affirmative action efforts in all areas and at all levels of employment. This standard is based on the premise that effective education depends on the quality of the faculty and staff and that faculty and staff can render the best service when they work under employment conditions that are conducive to maintaining high quality performance. The continued high quality of Newberry College depends, in part, on the successful recruitment and retention of ethnic minority group members and women for positions in which they have been underrepresented in the past.

The Director of Human Resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity.

The Director of Human Resources duties include:

Developing policy statements, required affirmative action programs, and recruiting techniques designed to comply with the equal employment policies of the College;

Complying with federal and state statutory record keeping and notice requirements of employment-related statutes and regulations;

Assisting supervisory personnel in arriving at solutions to specific personnel problems;

Serving as liaison between the College and government agencies, equal employment opportunity organizations, and other community groups and keeping management informed of the latest equal employment opportunity developments.

Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter should be referred to the Director of Human Resources.

While overall authority for implementing this policy is assigned to the Director of Human Resources, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who believe they have suffered from discrimination should report this concern to their supervisor or to the Director of Human Resources.

All complaints of discrimination will be investigated promptly and in as impartial and confidential manner as possible, and a timely resolution of each complaint should be reached and communicated to the parties involved. The College prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.