

COE COLLEGE
EQUAL OPPORTUNITY AND DIVERSITY POLICY

1. OVERVIEW

Coe College has a tradition of being committed to providing equality of opportunity for all persons, and believes that equal employment opportunity and affirmative action to create this opportunity help to create a diverse community of faculty and staff at the College which enriches the campus for students and staff. The Equal Opportunity and diversity policy embodied in this document describes the current practices of the College in recruitment and hiring of academic and non-academic personnel. The College embraces the concept of equal employment opportunity set forth by federal law, which requires employers to base hiring, retention, promotion and salary decisions on the merit of each candidate or employee. The College is committed to actively seeking equal employment opportunities based on merit for all persons, without regard to sex, sexual orientation, race, creed, color, national or ethnic origin, sexual orientation, religion, age, veteran status or disability, which includes taking action and instituting policies and procedures in conformity with federal, state and local laws to increase the diversity of its faculty and staff. The employment policies of the College conform to Federal, State, and Local laws regarding equal employment opportunity.

II. GENERAL RECRUITMENT AND HIRING PROCEDURES

The procedures set forth below shall be followed with regard to the recruitment and hiring of all academic and non-academic personnel. Please refer to Sections III. and IV. of this Policy for additional procedures relating to these two groups.

A. Policy Dissemination. This Equal Opportunity and Diversity Policy will be disseminated to all college employees (via the College's intranet and handbooks), contractors, sub-contractors, and recruitment sources.

B. Recruitment Notices. In recruiting personnel, recruitment notices shall be listed in those print and on-line sources and publications which are appropriate for the position. These listings may include internal posting, local and regional newspapers, higher education journals and national organization publications. There are two approved uses of the equal opportunity notice. "Coe College is an equal opportunity employer" or "Coe is committed to increasing the diversity of its campus community and encourages applications from individuals who will help fulfill that goal. Coe College is an equal opportunity employer." which will be included in each recruitment notice, whether in print or electronic form. Notices may only specify qualification criteria based upon merit.

C. Job Descriptions. A current job description for the position to be filled shall be available prior to the notice being posted. All applicants shall be provided access to the job description via request. Objective and subjective criteria may be listed and shall be based on the functions of the position. Essential functions of the position shall be noted.

D. Recruitment process. The hiring manager will select advertising sources believed to provide a qualified and diverse pool of candidates. Where applicable, internal candidates who qualify and apply for higher level positions within the professional, technical, and physical plant staff will be interviewed.

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E. Recruitment Records. Efforts of hiring personnel will be kept electronically, including the number of applications received, self-identified demographic data, and the rationale for selecting a particular candidate for a position.

E. Annual Diversity Report. To the extent known, an annual update identifying the diversity characteristics of College employees will be compiled to permit an analysis of the diversity of the College's academic and non-academic personnel, the development of diversity initiatives and completion of any government reporting requirements.

F. Employment of Family Members. The College will adhere to the principle of merit in its recruiting, hiring, promotion, and salary policies. To this end, family members may be hired based upon merit only, and conflict of interest situations, or the potential or appearance of such situations, shall be avoided when making such decisions.

G. Salary. To achieve appropriate salaries for all employees in every job category or faculty discipline and rank, for both new and existing employees, periodic salary reviews will be conducted of existing personnel. Salaries for personnel in each job, category or faculty discipline and rank will be compared to each other to determine whether employees' salaries are commensurate with their qualifications, experience and work. Salaries shall be determined using these factors with merit as a consideration.

H. Application/ Interview Information. Information obtained from applicants on application forms and during interviews shall conform to federal and state laws.

I. Accommodation. In the event a qualified applicant has a disability which is a qualifying disability under the Americans with Disabilities Act, the College shall determine whether the applicant can perform the essential functions of the position, and what accommodations may be made to permit the applicant to perform these functions.

III. DISSEMINATION OF THIS POLICY

This Equal Opportunity and Diversity Policy will be communicated and disseminated to all College employees in written form, and via the College's intranet website. Statements of the College's commitment to this Policy will be included in each revision of the employment handbook.

The guidelines on notices and recruitment activities contained in this Policy will be communicated and disseminated to all outside agencies used by the College in the recruitment of personnel to permit these agencies to act in accordance with the Policy when engaged in recruitment activities for the College. In addition, the existence of this Policy will be communicated to organizations and entities which may be involved in the recruitment and hiring process, including, but not limited to, professional organizations and those groups representing diverse persons within these organizations, employment agencies, newspapers, and other entities used in recruiting personnel. The existence of this Policy will also be communicated to all college vendors, contractors, and sub-contractors.

IV. POLICY IMPLEMENTATION AND COMPLIANCE

The Director of Human Resources will have the responsibility to oversee the implementation of this Policy

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and compliance with its terms, and currently serves as the EOD Officer for the college. The EOD Officer shall be a member of the college faculty or professional staff and shall be appointed by the President to serve in that role at the discretion of the President. The duties of the EOD Officer shall be determined by the President from time to time, and shall include annual review of this Policy; retention of records required by applicable federal and state regulations, review of salary equity issues; and oversight of diversity initiatives in hiring, promotion and retention matters.

V.REPORTING OF POSSIBLE POLICY VIOLATIONS

In the event an applicant or employee feels that this Policy has been violated, he or she should contact the Director of Human Resources/EOD Officer. The EOD Officer shall conduct a review of the allegations, involve the necessary College personnel and oversee any corrective action that may be warranted.

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