

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
EMPLOYMENT/ CONTRACT  
PRACTICES

ADOPTED: June 19, 2003

REVISED:

<p>1. Authority Title VI Title IX 29 CFR P.L. 101-336 42 U.S.C. Sec. 12101 et seq</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">104. NONDISCRIMINATION IN EMPLOYMENT/ CONTRACT PRACTICES</p> <p>The Joint Operating Committee declares it to be the policy of this school to guarantee to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, ancestry, national origin or handicap/disability.</p> <p>In order to achieve the aforesaid goal, the Joint Operating Committee directs the principal to assume the responsibility of coordinating all implementing activities as Compliance Officer.</p> <p>It shall be the duty of the Compliance Officer monitor to:</p> <ol style="list-style-type: none"> <li>1. Job Analysis - Study periodically all existing job descriptions, required job qualifications, characteristics of employees filling said positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.</li> <li>2. Employment Analysis - Develop methods to access sources of personnel and recommend methods that will encourage minority, female and handicapped/disabled applications. Review copy used in recruiting ads and application forms.</li> <li>3. Promotional Analysis - Compare the promotion and discharge records of females, minorities and handicapped/disabled employees in each employment category with that of the dominant group. Recommend programs to afford greater upward mobility to those employees where so indicated.</li> </ol> <p>The Compliance Officer shall report to the Joint Operating Committee on progress made in the nondiscrimination program for employment/contract practices as requested.</p>
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<p>3. Guidelines</p>	<p><u>Complaint Procedure</u></p> <p>A complainant has the right to be accompanied by a third party during all steps of this procedure.</p> <p><b><u>Step One</u></b></p> <ol style="list-style-type: none"><li>1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the principal.</li><li>2. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.</li></ol> <p><b><u>Step Two</u></b></p> <ol style="list-style-type: none"><li>1. If not satisfied with the principal's decision, the complainant shall appeal the decision in writing to the Administrative Director within ten (10) calendar days after receipt of the decision.</li><li>2. The Administrative Director shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.</li></ol> <p><b><u>Step Three</u></b></p> <ol style="list-style-type: none"><li>1. If not satisfied with the decision of the Administrative Director, the complainant may appeal the decision to the Joint Operating Committee at its next regular Committee meeting by notifying the Joint Secretary in writing within ten (10) calendar days after receipt of the Administrative Director's decision.</li><li>2. The Joint Operating Committee shall conduct a review and issue a decision within thirty (30) days following the Joint Operating Committee meeting at which the complaint was presented.</li></ol>
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