

**EMPLOYMENT PROCEDURES
AFFIRMATIVE ACTION PLAN**

The official policy of Southwest Technology Center concerning Equal Employment and Education Opportunity is as follows:

Southwest Technology Center shall not discriminate, either in favor of or against, any person on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran, in any of its practices, policies, or procedures with respect to:

1. The recruitment, admission, education, and placement of students;
2. The availability of student loans, grants, scholarships, and job opportunities;
3. The recruitment, employment, and promotion of academic and non-academic personnel;
4. Student and faculty activities connected with the school.

The Affirmative Action Plan serves to supplement the Oklahoma State Department of Career and Technology Education's policy on equal opportunity as it pertains to employment and Southwest Technology Center. The plan will be revised from time-to-time to address the current requirements for affirmative action in employment and education.

The principal objectives of this Affirmative Action Plan are as follows:

1. To assure all persons equal opportunity for education, employment, and advancement in employment regardless of race, color, national origin, sex, age, religion, handicap, or status as a veteran;
2. To meet institutional responsibilities under the Civil Rights Act of 1964 and commitments, as a federal contractor, under Executive Order 11246 and Executive Order 11375;
3. To take positive actions in the recruitment, placement, development, and advancement of women, handicapped persons, and racial minority members in employment and education;
4. To comply in full with the provision of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally-assisted education programs;
5. To comply in full with the provision of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan.

To implement this policy, the Affirmative Action Plan shall include the following:

1. To assure equal opportunity in recruiting, qualified applicants for educational enrollment or employment at Southwest Technology Center shall be sought without regard to race, color, national origin, sex, age, religion, handicap, or status as a veteran.

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2. Notices provided by state or local human rights agencies and the U.S. Equal Employment Opportunity Commission informing applicants and employees of their equal employment rights shall be posted in the offices where prospective employees are interviewed, public access areas, and employee lounges of Southwest Technology Center.
3. All Southwest Technology Center application forms shall bear the following legend: Southwest Technology is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and other federal laws and regulations, and does not discriminate on the basis of race, color, handicap, or status as a veteran in any of its practices, policies, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

Applications for employment will be available at the main office or on request by phone, and will be accepted at any time. Applicants who respond to a specific opening as advertised, or whose application is selected from the active file of applications to be considered for a specific opening, will be notified when the position is filled.

4. To assure non-discrimination in placement and promotion, such decisions shall be based on individual ability, experience, and performance, and employees shall be considered for positions without discrimination on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran.
5. To assure non-discrimination in other areas of employment:
 - A. All rates of pay shall be established and all employee fringe benefit programs and practices shall be administered without discrimination because of race, color, national origin, sex, age, religion, handicap, or status as a veteran.
 - B. When overtime opportunities arise, they shall be made available to qualified employees on a non-discriminatory basis.
 - C. The programs, services, and facilities of Southwest Technology Center shall be made available to employees on a non-discriminatory basis.
6. To assure effective implementation:
 - A. All administrators of Southwest Technology Center shall work actively toward the effective implementation of this Equal Employment and Education Opportunity Policy, and solicit the assistance and cooperation of all employees in carrying out the policy.
 - B. The superintendent shall designate a management official who shall be the Equal Employment and Education Opportunity Officer designee of Southwest Technology Center. The Equal Employment and Education Opportunity Officer shall have the following responsibilities:
 1. Maintain continuing liaison with sources that are likely to refer qualified minority-group, handicapped, and female applicants for employment and education enrollment at Southwest Technology Center.

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2. To bring to the attention of appropriate station officials, minority-group individuals, handicapped individuals, and women for educational enrollment or as candidates for employment or promotion, as vacancies occur.
 3. To review this policy no less than semi-annually with Southwest Technology Center personnel who make hiring or promotion decisions and with all new officials and managers.
 4. To review on a continuing basis all instructional programs and job areas and levels in which there are little or no minority-group, handicapped, or female representation, to assure that there are no barriers to genuine equal employment and education opportunity.
 5. To periodically review the employment and enrollment practices of Southwest Technology Center in the light of this policy, and to recommend revisions as appropriate to assure a continuing program of equal employment and education opportunity.
 6. To consult periodically with representative employees and students concerning this policy and its effectiveness.
 7. To receive and take action on any complaint from an employee, student, or applicant who believes he or she has been subjected to discrimination.
 8. To report to the superintendent, no less than semi-annually, concerning the effectiveness of this policy in attaining its ends with recommendations for any appropriate revisions or additional action that may be needed to assure equal employment and education opportunity.
- C. Any person who believes that he or she has been the subject of some discrimination at Southwest Technology Center is encouraged to follow the grievance procedure under Title IX, Title VI, and under Section 504, U.S. Rehabilitation Act. These procedures are found at DAA-P.
- D. Copies of this Equal Employment Opportunity Policy shall be available to all employees of Southwest Technology Center in the superintendent's office.

CROSS-REFERENCE: Policy DCB, Employment Vacancies
Policy DCBA, Recruitment Procedures
Policy DCBB, Advertising and Posting Vacancies
Policy DCBC, Applications
Policy DCBD, Interviews
Policy DCBE, Hiring Personnel

Adopted: January 1994 as policy B -141
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