

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 1100

TITLE: EQUAL OPPORTUNITY

BASED ON POLICY: 1.10 EQUAL OPPORTUNITY

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/EQUITY OFFICERS

I. Purpose:

To ensure that no applicant, employee, or student is illegally or inappropriately discriminated against because of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, genetic information, or pregnancy in admission to, or employment in, any of its education programs or activities

II. Procedure:

A. Continuous notice

The College will continuously post its notice of nondiscrimination and the name or title, phone number, and address of the person(s) responsible for enforcement of applicable laws and discrimination-related inquiries in public places, including, but not limited to, facilities, websites, course catalogs, student and employee handbooks, code of conduct, etc.

B. Equity officer/coordinator

The College president will appoint one or more individuals to be responsible for enforcement and publication of all applicable laws, as well as discrimination-related inquiries on behalf of applicants, students, and employees.

C. Implementation of the Equal Opportunity Program (also referred to as the Educational Equity Plan) at South Florida State College (SFSC)

1. Employment

The College shall:

- a. Recruit, employ, and promote for all positions without regard to race, religion, color, national origin, ethnicity, gender, age, marital status, disability, political affiliation, sexual orientation, genetic information, or

pregnancy except where gender or age is a legitimate occupational qualification.

- i. The supervisor anticipating an open position is to submit a written request to the appropriate administrator for approval. The approved request is to be submitted to the director, human resources in time to permit 30 days of advertising for full-time instructional or administrative positions and seven days for professional and career positions prior to any recommendation being made to fill the position.
 - ii. All applicants must complete the College's application process to be considered for employment. The Office of Human Resources is responsible for ensuring that equal access and equal opportunity are provided to all applicants.
 - b. Base decisions on employment solely upon the individual's qualifications for the position being filled.
 - i. All applicants meeting the minimum qualifications for a new or vacant position are eligible for employment at SFSC.
 - ii. After interviewing qualified candidates, the recommendation for employment shall be handled in accordance with SFSC Administrative Procedures 5240 and 5242.
 - c. Base decisions on promotion solely upon the individual's qualifications in relation to the position being filled.
 - d. Ensure that all other personnel policies and procedures such as those governing salaries, benefits, transfers, separations, in-service programs, and social and recreational activities are administered without regard to race, religion, national origin, ethnicity, gender, age, marital status, color, disability, political affiliation, sexual orientation, genetic information, or pregnancy.
 - e. Periodically evaluate all phases of the College's Equal Opportunity Program related to employment.
2. Student admissions, registration, matriculation, and activities:

The College shall:

- a. Provide equal educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, religion, national origin, ethnicity, gender, age, marital status, color, disability, political affiliation, sexual orientation, genetic information, or pregnancy.

- b. Ensure nondiscrimination in all programs, events, and services made available to students and potential students regardless of economic or social status and will not discriminate on the basis of race, religion, national origin, ethnicity, gender, age, marital status, color, disability, political affiliation, sexual orientation, genetic information, or pregnancy.
- c. Ensure compliance with Title IX of the Education Amendments of 1972, which prohibit sex discrimination; Title VI of the Civil Rights Act; and the laws and regulations applicable to people with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- d. Periodically evaluate all phases of the College's Equal Opportunity Program related to students.

HISTORY: Last Revised: 1/15/19

Adopted: 1/3/85

Reviewed: 6/27/12

Revised: 4/10/85, 10/30/01, 5/15/07, 8/14/12, 4/12/13, 10/13/15, 1/15/19