

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 7.1.1

Title: Policy Governing Equal Employment Opportunity and Nondiscrimination	
Originated by: VPBS	
Originated Approver: Board of Directors	Originated Date: 3/10/2009
Revised by: CFO	Revised Date: 7/2011
Reviewed on:	

Policy Statement: The College is committed to equal employment opportunity and shall hire all employees on the basis of each candidate's qualifications and abilities in concert with the organization's requirements.

Rationale: The College is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, military status, sexual orientation, ancestry, or national origin. This affirmative action policy covers all aspects of the employment relationship including recruitment, hiring, assignment of duties, promotion, tenure, compensation, selection for training, and termination. The policy applies to all departments and governs employment of all employees, including student employees, of the College.

Procedure:

1. All open positions will be posted internally, advertised externally, or both when appropriate. The appropriateness or need to post internally versus advertising externally will be determined by the Administrator supervising the Human Resource department. This determination will be based on factors such as length of employment, funding criteria, cost of conducting a search, and all other factors specific to the circumstances.
 - a. *Note: An exception may be made by the Vice President for Business Services allowing a waiver of the advertisement requirement when necessary to successfully recruit another member of a dual career couple.*
2. No applicant will be eliminated from competing for a position because of an individual's race, color, religion, sex, age, disability, military status, sexual orientation, ancestry, or national origin.

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3. The interview team will receive only documents that do not indicate the applicant's race, color, religion, sex, age, disability, military status, sexual orientation, ancestry, or national origin.
4. To ensure compliance with all equal opportunity laws and regulations, the MATC Human Resources Department will compile and report data regarding all individuals applying for, interviewing and ultimately being hired to fill all vacant positions.

Inquiries regarding compliance may be directed to the Human Resources Department, 3136 Dickens Avenue, Manhattan, Kansas 66503, 785-587-2800. The Director of Human Resources has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

or:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

or:

Kansas Human Rights Commission
900 SW Jackson, 8th Floor
Topeka, KS 66603
(785) 296-3206