

POLICY & PROCEDURES MEMORANDUM



Title: Equal Employment Opportunity
Effective Date: 02/10/08
Date of Last Revision: 02/10/08
Review Date: 02/10/08
Cancellation:
Office: Human Resources (HR 500)

Equal Employment Opportunity

Louisiana Technical College (LTC) operates under a continuous and affirmative concept of equal employment opportunity for all persons, regardless of race, color, religion, creed, age, sex, national origin or ancestry, marital status, physical or mental impairment, veteran status, or other non-merit factors. All persons are recruited, selected, placed, compensated, and otherwise treated during employment without regard to non-job-related factors.

Policy Reference: LCTCS Policy # 6.022, Equal Opportunity
Title VII of the Civil Rights Act of 1964 (as amended, Executive Order 11478)
Age Discrimination in Employment Act of 1967 (as amended, Executive Order 11246)
Louisiana Rehabilitation Act of 1973
Vietnam Era Veterans Readjustment Assistance Act of 1974
Title I and Title V of Americans with Disabilities Act of 1990
Civil Rights Act of 1991

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources Committee	03/01/04	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to LTC Regional Directors

SIGNATURE

James R. Sawtelle, III
Vice President for Career & Technical Education



Equal Employment Opportunity

527.1 SCOPE AND APPLICABILITY

All LTC employees are responsible for complying with this policy and for supporting its implementation according to their level of responsibility and authority. Therefore, all employees with any responsibility for personnel actions such as recruiting, screening, appointing, training, or supervising will be evaluated based on their equal employment opportunity efforts. Persons who fail to adhere to the Equal Employment Opportunity policy are subject to administrative disciplinary actions. Periodic review of personnel actions will ensure compliance.

As Appointing Authority, full responsibility for our equal employment opportunity program, including developing, maintaining, and monitoring our activities will be undertaken. Personal commitment to this policy is complete, and the actions of every LTC employee will support the spirit of this policy.

The LTC will ensure implementation of the following at all levels of administration:

- 527.1.1** Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors, such as race, color, age, religion, sex, national origin, disability veteran status, or any other factor protected by law, except where there is a bonafide occupational qualification.
- 527.1.2** Identify and use existing talent and potential through upgrading and promotion to present employees. All promotions will be based only on valid equal employment promotional requirements.
- 527.1.3** Base employment decisions to further the principles of equal employment opportunity
- 527.1.4** Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recall from layoffs, education, tuition assistance, and social and recreation programs be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.

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SIGNATURE

A handwritten signature in blue ink that reads "James R. Sawtelle, III". The signature is written in a cursive style with a small flourish at the end.

James R. Sawtelle, III
Vice President for Career & Technical Education