



L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy # HR-009

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Title: Equal Opportunity/Discrimination

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	Last Revision: Initial

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**PURPOSE:**

To state the policy of L.E. Fletcher Technical Community College (FTCC) governing equal opportunity and discrimination.

**GENERAL POLICY:**

FTCC is committed to the principle of providing the opportunity for learning and development of all qualified individuals without regard to race, sex, sexual orientation, religion, color, national origin, age, disability, marital status, or veteran status for employment with FTCC, admission to, or participation in the programs and activities which FTCC sponsors or operates.

It is the policy of FTCC to recruit the best individuals available in accordance with appropriate state and federal laws and acceptable human resources practices. Employment practices shall be supervised on a continuous basis to assure that all budget unit heads take positive action in fulfilling the goals of equal employment opportunity. FTCC is committed to this policy because FTCC believes that it is morally right and that it is in accordance with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504), the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

FTCC will ensure that the following will be implemented at all levels of administration:

- 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.

- Identify and use existing talent and potential through upgrading and promotion of present employees. All promotions will be based only on valid equal employment promotional requirements.
- Base decisions on employment so as to further the principles of equal employment opportunity.
- 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.

All FTCC personnel with responsibility for recruitment, appointment, placement, evaluation, transferring or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and example. All such persons shall be evaluated on the basis of their equal employment efforts and results in addition to the usual standards of performance. Persons who fail to adhere to the Equal Employment Opportunity policy are subject to administrative disciplinary actions. FTCC will periodically review its personnel actions to ensure compliance with this policy.

Any employee who believes he/she was discriminated against based on race, color, religion, sex, age, national origin, disability, veteran status, or any other factor protected by law should report the discrimination immediately to the Human Resources Department. All complaints of discrimination will be investigated promptly and in as impartial and confidential a manner as possible. Human Resources or a member of senior management will conduct investigations in order to assure an impartial and confidential investigation. All complaints of discrimination will be kept strictly confidential by Human Resources or senior management staff charged with investigating the complaint.

Any employee who is found, after appropriate investigation, to have engaged in discrimination is subject to appropriate disciplinary action up to and including termination of employment.