

From: Compliance Office
Sent: Wednesday, August 30, 2017 10:42 AM
Subject: Equal Employment and Education Compliance Policies and Procedures
Attachments: HRSTM - EEO Policies and Procedures to Employees -Fall 2017.pdf
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Human Resources and Strategic Talent Management

Greetings and welcome back!

As we begin a new and exciting fall semester, it has been an institutional compliance priority and practice to share the College's equal employment and education compliance policies and procedures.

The following are the Montgomery College equal employment/education, non-discrimination and sexual harassment compliance policies and procedures, as well as information regarding disability and religious observance accommodations and the multicultural and diversity training requirements. The policies are established by the Board of Trustees and express Montgomery College's commitment to providing an environment in which all persons have opportunity for employment, participation in academic programs, and/or other college activities free from discrimination, any form of harassment, as prohibited by federal and county regulations and state law, and sexual assault.

More specifically, these policies prohibit discrimination against an individual with a disability or on the basis of age, citizenship status, color, covered veteran status, gender identity, genetic information, marital status, national origin, race, religion, sex and sexual orientation. Alleged violations of the policies, on the part of any employee of the College, any student enrolled at the College or a participant in any College program or activity should be reported to Robert Roop, chief human resources officer at Robert.Roop@montgomerycollege.edu or 240-567-5382. Such violations could be subject to disciplinary action, including termination. For your convenience, the equal employment/education, non-discrimination and sexual harassment compliance policies and procedures are identified below:

[Hate/Violence Policy \(31002\)](#)

[Hate/Violence Procedure \(31002CP\)](#)

[Equal Employment Opportunity and Non-Discrimination Policy \(31006\)](#)

[Equal Employment Opportunity and Non-Discrimination Procedure \(31006CP\)](#)

[Affirmative Action Policy \(31007\)](#)

[Sexual Misconduct Policy \(31001\)](#)

[Consensual Relationships Policy \(31106\)](#)

[Consensual Relationships Procedure \(31106CP\)](#)

[Employment of Individuals with Disabilities Policy \(32106\)](#)

[Employment of Individuals with Disabilities Procedure \(32106CP\)](#)

[Equal Education Opportunity and Non-Discrimination Policy \(41002\)](#)

The Office of Human Resources and Strategic Talent Management webpage provides easy access to a copy of the above

mentioned policies and procedures, and the webpage has links to federal and state EEO compliance regulations and guidelines. To access information on policies and procedures, I encourage you to visit the link following link [College Policies, Procedures, and Programs](#). Quick access to federal and state EEO compliance regulations and guidelines are available on the following link [Executive Orders, Regulations and Laws Resources](#).

[Accommodations for Employees with a Disability](#)

Montgomery College provides accommodation for employees with a disability. The disability policy and procedures are facilitated by Ms. Rowena D'Souza, risk management coordinator. If you have questions regarding employee disability, accommodation or related matters, please contact Ms. D'Souza at Rowena.D'Souza@montgomerycollege.edu.

[Accommodations for Religious Observance](#)

The College provides accommodation for religious observances. While the College does not officially observe religious or ethnic holidays, it does recognize and accommodate an individual's right to choose to participate. The right to participate is an individual choice. An employee's request for accommodation to participate in an observance that is not planned or hosted by the College can be facilitated through personal leave. Specific details regarding the use of personal leave may be found in the Policies & Procedure Manual Section 35003CP or directly obtained from the Office of Human Resources and Strategic Talent Management. For your information and convenience, Section 35003CP states the following regarding personal leave,

An eligible employee may be granted personal leave (non-cumulative) with pay up to a maximum of 24 hours for full-time employees and on a prorated basis for part-time employees during each leave year. Personal leave will be granted for the purpose of allowing the employee to attend to special personal obligations such as major religious observances, settlement on the sale or purchase of property, appearance in court other than for a staff member who is subpoenaed as a court witness or who is called to serve on a jury, lawyer appointments, or for other important personal unplanned crises or emergencies involving family members or personal property. The application procedures require that the employee shall submit, in advance, if possible, a request for personal leave on the Staff Request for Short-term Leave Form through the employee's immediate supervisor to the supervising administrator (or designee) for approval. Employees will be on an honor system to request personal leave for appropriate reasons; therefore, no detailed explanation will be required.

[Multicultural and Diversity Training](#)

In 2009, the Board of Trustees approved the Montgomery College Diversity Plan, which requires that all employees participate annually in one of the multicultural professional development programs offered by the Center for Professional & Organizational Development (CPOD), E-Learning, Innovation, and Teaching Excellence (ELITE), or an event sponsored by a College department or unit. Additionally, participating in supervisor approved multicultural professional development outside of those offered by the College is also acceptable.

There are three distinctly different, yet interrelated multicultural and diversity education experiences available to employees. Two of these experiences are considered professional development, within the areas of — (1) *Compliance/Legislation* and (2) *Multicultural/Intercultural/International/Diversity Education*. The third experience, considered *personal enrichment*, is cultural events and awareness programs. Within these three experience areas, there are varieties of offerings in which College employees can attend and participate. As an ideal, if an employee has not attended a professional development offering, a recommendation to supervisors/managers is to require that employees' meet the requirements. The multicultural professional development selected should be one, which the supervisor and employee have determined best focuses on increasing knowledge, building awareness and enhancing the employee's job-related skills and competencies that align with the College's commitment to access equity and diversity. Specific information about the College's multicultural and diversity education requirements are available on the CPOD webpage: <http://cms.montgomerycollege.edu/edu/department2.aspx?id=11912>.

