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Chapter: Personnel

Modification No. 005

Subject: **Affirmative Action**

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- I. Montgomery College is committed to undertaking conscious, deliberate action designed to assure equal opportunity for all employees and to make additional efforts to recruit, employ, and promote minorities and women at all levels and in all segments of the workforce where they are underrepresented. Toward this end, the President will develop and implement an affirmative action program and an affirmative action plan.
- II. It is the policy of the Board of Trustees to take positive steps to identify and change College policies and other institutional barriers that may prohibit equal employment of employees or adversely affect access, equity, and diversity.
- III. The College is committed to diligently implementing equal employment opportunity and affirmative action practices of hiring employees from underrepresented groups, as designated by federal regulation, and strongly encourages and supports continued efforts in these areas.
- IV. Education is a key element of this policy. The College will provide education and information, as appropriate, for employees to enhance understanding and increase awareness of the College's Affirmative Action Policy. Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide institutional leadership and guidance for developing education programs to promote awareness. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees and contractors about the proper way to recognize and address complaints involving a violation of this policy; (d) preventing issues that this Policy addresses; and (e) identifying the necessary steps for preventing its recurrence and addressing its effects.
- IV. The President is authorized to establish procedures to implement this policy.

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Board Approval: September 21, 1987; December 18, 1989; April 15, 1991; November 13, 1995; February 25, 2013.