

Policy

Shoreline Community college has long been an equal opportunity employer and has taken strides toward providing employment opportunities for Vietnam era and disabled veterans*. The college will continue its efforts to fulfill its responsibilities in this very critical area. In this context the college reaffirms its policy of equal employment opportunity regardless of Vietnam era or disabled veteran status except where a disability may impede performance at an acceptable level of productivity. This policy applies specifically to all employees hired under rules and regulations of the higher education personnel board. In addition, shoreline community college will intensify its efforts to actively encourage Vietnam era and qualified disabled veterans* to seek employment with the college. Equal employment opportunity cannot be viewed simply as the college's only commitment. Affirmative action to improve the balance of Vietnam era and qualified disabled veterans in civil service positions where they have not traditionally been employed is the prime criterion for determining success. This policy is pursuant of the stipulations contained in the gubernatorial executive order number 77-10 and will remain in force throughout the effective date of that order. The following are some of the specific goals within the policy.

1. Classified staff members will be selected, promoted and transferred solely upon their qualifications and ability or potential to do the job without regard to Vietnam era or disabled veteran status except where a disability may impede performance at an acceptable level of productivity. No artificial barriers shall be set which would preclude the hiring of the Vietnam era and disabled veteran.
2. All other personnel actions such as compensation, benefits, layoffs, return from layoff, in-service training, social and recreational programs, will re-administered without regard to Vietnam era or disabled veteran status except where disability may impede performance at an acceptable level of productivity.

3. It is the responsibility of all personnel who are involved
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Employment patterns in their units which reflect a proper balance of Vietnam era and qualified disabled veterans at all levels of employment.

4. A concerted effort will be initiated to influence those who provide goods and services to the college to establish meaningful equal opportunity programs at their facilities.

It is the obligation of all members of the college community to assist in achieving the goals of this policy.

Approved by:
Board of Trustees 6/30/78

*Definition

“Disabled Veteran” means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 per centum or more, - or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty (CPR 41 60-250.2).

“Qualified Disabled Veteran” means a disabled veteran as defined in 60-250.2 who is capable of performing a particular job, with reasonable accommodation to his or her disability (CPR 41 60-250.2).

“Veteran of the Vietnam Era” means a person:

- (1) who served on active duty for a period of more than 180 days, (any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or ii) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975, and
- (2) who was so discharged or released within 48 months preceding the alleged violation of the act, the affirmative action clause, and/or the regulations issued pursuant to the Act (CFR 41 60-250.2).

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Procedural Guidelines

- I. Responsibility for Administration and Implementation
 - A. The College President through the Affirmation Action Officer shall be responsible for the overall coordination of programs related to the College’s Affirmation Action policy for Vietnam Era and Disabled Veterans. The duties and responsibilities of the Affirmation Action Officer’s position shall include those outlined in Title 41 Code of Federal Regulations, CPR41 60.250.4 and others which shall be necessary to insure success of the Affirmation Action Program.

B. An Affirmative Action Advisory Committee shall evaluate and report to the President the effectiveness of the program in providing equal employment opportunities for Vietnam Era and Disabled Veteran employees.

1. Membership:

- a. The committee, not to exceed fourteen members, shall consist of representatives of the administrative, professional, and classified staffs, and the student body of the College and shall include Vietnam Era and Disabled Veteran groups.
- b. Members of the committee shall be appointed annually by the College President.
- c. The committee shall annually select a chairperson from its membership.

2. Purpose:

- a. To provide a channel of communication which will strive to achieve a broad understanding throughout the college campus of the ongoing Equal Employment Opportunity Program for Vietnam Era and Disabled Veterans.
- b. To seek means of strengthening and broadening the employment opportunities for Vietnam Era and Qualified Disabled Veterans.

- c. To prepare and submit to the College President by July 1 of each year recommendation for goals and timetable as an integral part of the Equal Employment Opportunities for qualified Disabled Veterans as well as Vietnam Era Veterans.
- d. To review complaints of discrimination in the event said complaints cannot be resolved as outlined in section III of this document and to prepare recommendations to be submitted to the parties involved and to the College President.

- C. Directors, division chairpersons and heads of administrative units shall be responsible within their respective area for taking appropriate steps to implement this policy and program.

- D. The Director of Classified Staff Personnel within his/her area of responsibility, shall be responsible for the coordination, implementation and improvement of personnel practices, including periodic audits to measure effectiveness, and for offering and providing advice and counsel regarding equal employment opportunity matters. These responsibilities should include, in cooperation with administrative operating units, the following:
 - 1. To outline specific guidelines and procedures for the assurance of full and consistent application of equal employment opportunities in all administrative units of the College.

 - 2. To prepare periodic projections of specific employment goals and target dates (goals and timetable) for measuring achievement in the hiring of Vietnam Era and qualified Disabled Veterans within the instruction divisions and service units for Classified Staff positions and for the College as a whole within Classified Staff job categories. Included with these projections will be a utilization analysis of all classified job categories which will consider at least all of the following factors: The availability of promotable Vietnam Era and qualified Disabled Veteran employees within the organizational units; the size of the veteran unemployment force in the appropriate labor area,* the general availability of Vietnam Era and Disabled Veterans having requisite skills in the appropriate labor market area; the degree of training which the organizational units are reasonably able to undertake as a means of making all classified job categories available to Vietnam Era and qualified

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Disabled Veterans; the existence of professional and other associations to facilitate veteran recruitment.

- 3. To implement the periodic preparation of a table of the college classified staff personnel, grouped as follows

*The College has identified Snohomish and King Counties as the appropriate labor area from which to obtain employment data relative to the hiring of classified employees. Department of Labor has identified the Vietnam Era and Disabled Veteran workforce percentages for King County as 7.9 and the Snohomish Country as 6.3 percent. These figures will be used as goals in the hiring of Vietnam Era and Disabled Veterans in classified positions.

- a. By administrative unit, a list of each classification in descending order (e.g. Office Assistant II, Office Assistant I; Secretary II, Secretary I, etc.) showing by cumulative figures for male and female, Vietnam Era and Disabled Veteran employees.
- b. By job classification, within the entire institution, showing the number by sex for Vietnam Era and Disabled Veteran.

In order to satisfy this requirement this institution shall establish an organizational chart, broken down by career ladders; it shall also classify all job titles and organize them into career ladders. The duties, educational requirements, experiential requirements and pay range for each position shall be made reasonable explicit.

- c. By administrative unit, the mean salary in each job classification, by sex for Vietnam Era and Disabled Veteran.
 - d. By job classification, across department lines, the mean salary in each classification, by sex for Vietnam Era and Disabled Veteran.
4. To develop and sustain efforts to attain a proper balance of Vietnam Era and qualified Disabled Veterans as skilled workers in the work force. (Specific goals and target dates should be projected for measuring achievement in these categories).

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- E. All personnel shall be responsible within their respective areas for meeting their responsibilities in a manner which will assure compliance with this policy and program.

II. DISSEMINATION OF COLLEGE POLICY AND PROGRAM

- A. The Affirmative Action policy Statement and Summary of the College Affirmative Action Program will be made available to all college employees during the Fall quarter of each academic year.
- B. Periodically the Classified Staff Personnel Department and the Affirmative Action Officer will discuss discrimination problems

encountered by Disabled Veterans and Vietnam Era Veterans with supervisors, in order that they may be made more aware of the problems, conditions, and expectations of these groups. In addition, the Classified Staff Personnel Department will regularly advise supervisors of their role in providing equal employment opportunity for Vietnam Era and Disabled Veterans.

- C. Directors, division chairpersons, and head of administrative units will be asked to explain at the staff meetings the intent of the policy and identify responsibility in implementing the program. The Affirmative Action Program will also be a basic item on the meeting agenda of the Board of Trustees of Shoreline Community College during each academic year and such other items as may be warranted.
- D. Community organizations, news media, recruiting sources, and other appropriate agencies and organizations will be informed about the Affirmative Action Policy endorsed by the College.
- E. Written notification of the Affirmative Action policy and program will be sent to each organization representing College employees.
- F. Posters stating the affirmative action commitment will be displayed on the campus directing students, staff, and faculty to the appropriate office for information.

III. COMPLAINT PROCEDURES

It shall be a violation of these college rules and regulations for any member of the faculty or staff in the course of his/her employment to discriminate against any individual on the basis of status as a Vietnam Era or Disabled Veteran except where a disability may impede performance at Affirmative Action Program for Vietnam Era and Disabled Veterans 4112

an acceptable level of productivity. With this in mind, any member or prospective member of the classified staff who believes that he/she has been subject to discriminatory procedures or acts is advised to take the following action:

A. Complaint Procedure for Classified Staff Member

The complainant should discuss the matter of complaint with his or her division chairperson or administrative supervisor. The matter may be resolved by mutual consent at this point. If the complainant is not satisfied with the supervisor's action or explanation, he/she may consult with the Director of Classified

Staff Personnel. If the complainant considers the matter unresolved after meeting with his/her division chairperson or administrative supervisor and the Director of Classified Staff Personnel he/she may submit a written appeal to the Director of Classified Staff Personnel with a copy sent to the division chairperson or administrative supervisor. Within fifteen days upon receipt of the appeal, the Director of Classified Staff Personnel will consult with the complainant and his/her division chairperson or administrative supervisor in an attempt to resolve the matter. If after meeting with the Director of Classified Staff Personnel the complainant continues to be dissatisfied, dissatisfied a written appeal may be submitted to the chairperson of the Affirmative Action Advisory Committee with a copy sent to the division chairperson or administrative supervisor, the Director of Classified Staff Personnel, and the Colleges president. Within thirty days after receipt of this appeal the Advisory Committee will meet, evaluate the case and make recommendations to the parties involved and to the College President. If within fifteen days after the submittal of these recommendations the complainant continues to be dissatisfied, he/she may submit a written appeal to the Board of Trustees for consideration at their next regularly scheduled meeting.

B. Alternative Avenues of Complaint

Other agencies where complaints may be registered are as follows:

The Washington State Human Rights Commission
1202 Second Avenue Building
Seattle, Washington 98101

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The Higher Education Personnel Board
1202 Black Lake Boulevard
Olympia, Washington 98504

Office of Civil Rights, Department of Health, Education
and Welfare
Arcade Building
1321 Second Avenue
Seattle, Washington 98104

Office of Federal Contract Compliance
1911 Smith Tower Building

Seattle, Washington 98104

Equal Employment Opportunity Commission
414 Olive Way
Seattle, Washington 98101

U. S. Department of Labor Wage and Hour Division ESA
S06 Second Avenue Room 1921
Seattle, Washington 98104

The complainant may contact the Affirmative Action Officer or anyone else of his/her choice, to assist at any step of the complaint procedure. Application complainants may also contact the Affirmative Action Officer for assistance in pursuing his/her complaint. In the presentation of such complaints, the complainant and his/her representative shall be safe from discrimination or reprisal. A file of complaint proceedings shall be maintained by the Affirmative Action Officer. This information shall not be placed in an employee or applicant file unless so desired by the complainant. The Board of Trustees shall be the final avenue of institutional appeal in matters of alleged discrimination on the basis of status as Vietnam Era or Disabled Veteran.

IV. RECRUITMENT AND TRAINING

- A. The College shall recruit on the basis of qualifications for the specific job in question without regard to status as a Vietnam* Era or Disabled Veteran, except where a disability may impede performance at an acceptable level of productivity.
- B. Recruitment sources will continue to be advised, in writing of the college policy and commitment to equal employment opportunity.

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- C. In addition to the standard educational institutions, the College will contact community agencies and other organizations in an effort to increase the number of Vietnam Era and Disabled Veteran applications for all job classifications. Emphasis will be on all job classifications with inadequate Vietnam Era and Disabled Veteran representation.
- D. Recruitment practices will focus on the creation of an atmosphere in the College conducive to attracting Vietnam Era and qualified Disabled Veteran.

- E. The Classified Staff Personnel Department will, if feasible initiate programs for on-the-job training for Vietnam Era and qualified Disabled Veteran groups.
- F. The requirements for selection and participation in training will continue to be reviewed periodically to insure that they are consistent with the objectives of the training programs.
- G. The "Equal Opportunity Employer" label will continue to be included in all advertising for personnel, and the use of news media will continue to be part of college advertising practices.
- H. Ordinarily, no appointment will be made in classified staff positions until Vietnam Era and qualified Disabled Veterans have been sought out and, if identified, encouraged to apply.

V. EMPLOYMENT AND PLACEMENT

- A. Applications for employment are considered and placed without regard to status as a Vietnam Era or Disabled Veteran, except where a disability may impede performance at an acceptable level of productivity.
- B. All specific qualification requirements for Classified Staff positions with the objective of eliminating those requirements which are not essential to job performance but may in fact serve to screen out a disproportionate number of Vietnam Era and qualified Disabled Veteran applicants.
- C. Continuing efforts will be made to insure a fair evaluation of Vietnam Era and qualified Disabled Veteran employees when consideration is given to promotion of classified staff members.
- D. The job applications of all Vietnam Era and Disabled Veteran applicants will be readily distinguishable in classified staff files.

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These files will systematically be searched for current Vietnam Era and Disabled Veteran applicants as job openings are available.

- E. Screening procedures such as interviewing and testing will continue to be consistent with applicable laws and acceptable personnel practices.

VI. REDUCTION IN FORCE

In view of the college commitment to the Affirmative Action Program, administrative units must adhere to relevant provisions of law and rules of

the Higher Education Personnel Board, whenever reduction in force is imminent.

VII. FACILITIES

College facilities shall not be used by an applicant who discriminates in selecting its member or employees or restricts attendance on the basis of Vietnam Era or Disabled Veteran status, except where a disability may impede performance at an acceptable level of productivity.

VIII. EMPLOYEE ORGANIZATION RELATIONS

It is the intent of the College to include the following statement in any written agreement with employee organizations which are or may be certified for representation at the College.

NON-DISCRIMINATION:

There shall be no discrimination against any individual with respect to compensation, terms or conditions of employment, nor with respect to employee organization membership, because of race, color, religion, national origin, marital status, Vietnam Era and Disabled Veteran status, Handicap, age or sex, except where age or sex is a bona fide occupational qualification, and where handicap may impede performance at an acceptable level of productivity. Any violation as herein set forth shall constitute a breach of this agreement. By reference, employee organizations must also agree to comply with other requirements in the College's Affirmative Action Program.

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IX. PURCHASING SUBCONTRACTORS

The College authority to purchase supplies, material, equipment and services (other than employees) is a delegated authority from the State of Washington, Department of General Administration. Vendors are expected to comply with applicable State and Federal rules and regulations as specified by the Department of General Administration. The delegated authority permits the College some latitude in the selection of vendors; therefore, the College may secure an executed "Certificate of Non-Segregated Facilities" from vendors or other evidence which may be stipulated by the State Executive Order or by the Washington Human

Rights Commission whenever it is deemed necessary by the College. A copy of the executed certificate or written evidence will be retained by the College. The terms and conditions of invitations to bids, request for quotations, field orders, and purchase order contracts which are subject to modification by the Department of General Administration by statute or regulations states:

NON-DISCRIMINATION:

The Vendor agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, Vietnam Era or Disabled Veteran status, handicap, sex or age, except where sex or age is a bona fide qualification or where a handicap may impede performance at an acceptable level of productivity, with regard to, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rate of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase orders from the State unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely. Vendor must also comply with any applicable Affirmative Action Programs.

The State of Washington, Department of General Administration, adopted the above on December, 1972; any future changes or modifications shall be incorporated into this document without further action(s) by Shoreline Community College.

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X. PUBLIC WORKS PROJECTS

All public works contracts for Shoreline Community College are administered through the Department of General Administration, Division of Engineering and Architecture, Olympia, Washington. Contractors are expected to comply with the State and Federal rules and regulations pertaining to public works contracts as specified by the Department of General Administration.

XI. TERMINATION INTERVIEW

All Division chairpersons and unit supervisors shall notify the Affirmative Action Officer when termination of Vietnam Era and Disabled Veteran classified employees is anticipated. Terminated veteran employees shall, at the employee's discretion, be interviewed by the Affirmative Action Officer or his/her designee in an effort to reduce unnecessary turnover, to assist the College in becoming more responsive to the needs of individual employees, and help attain the overall affirmative action goals of the College.

XII. RECORDS AND REPORTS

- A. Division chairpersons and administrative supervisors shall at the end of the Spring quarter of each year, submit to the Affirmative Action Officer a report concerning the effectiveness of the Affirmative Action program in their respective units or divisions.

This annual report shall contain sufficient data to enable the College to complete the required utilization analysis (presently in CPR 41 60-250.4).

- B. An annual written report reflecting the results of efforts of the College's Affirmative Action program shall be submitted to the Higher Education Personnel Board; the Governor's Office; the Compliance Branch, Office of Civil Rights, Region X, Department of Health, Education and Welfare; and the State Board for Community College Education.
- C. Records and reports shall be maintained and prepared in strict compliance with Executive Order #7710.

XIII. ACCOMMODATION

- A. The College will make an assessment of the campus facilities for architectural barriers that would exclude handicapped individuals from having access to programs or activities in existing facilities.

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- B. The College will make reasonable accommodation to the physical limitations of employees and applicants unless it can be demonstrated that such an accommodation would impose an undue hardship on the conduct of the college business. Such accommodations would include providing access to the job, job restructuring, acquisition or modification of equipment, facilities or a combination of these.
- C. Whenever programs or activities are housed in facilities which are inaccessible to handicapped individuals, reasonable attempts will be made

to provide for an alternative site in the interest of facilitating the handicapped individual.

D. In determining the definition of “reasonable accommodation” the College will consider the following factors:

1. Business necessity
2. Financial cost and expense
3. Resulting personnel problems

XIV. COMPENSATION

The receipt of retirement and/or disability pay will not affect the compensation of individuals with Vietnam Era or Disabled Veteran status.

Approved by:
Board of Trustees 6/3078