

**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 610**

**Title: EEO/Affirmative Action**

Cochise College recognizes an institutional responsibility to assure that all employees, students, and job applicants receive equality of treatment in employment and educational opportunities, and to eliminate barriers to equal employment opportunities. District regulations including, but not limited to, admission policies, programs, or activities; educational policies; scholarship and loan programs; athletic and other College-administered programs; and employment practices and programs shall be administered without regard to race, religion, color, age, sex, disability, sexual orientation, creed, national/ethnic origin, or veteran status. Violations may result in disciplinary action including termination or sanction for employees, and suspension or expulsion for students.

Further, the College will act affirmatively to improve opportunities for underutilized groups who have historically suffered discrimination in employment and educational opportunities.

The President of Cochise College has the overall responsibility to assure that the equal employment opportunity and affirmative action programs are carried out, and the President has been delegated the authority to exercise that responsibility.

**Procedure 610.1  
EEO Compliance**

1. STATEMENT OF COVERAGE

Cochise College does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran's disability or Vietnam-era veteran's status in its admissions, employment and educational programs or activities, and is required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act (ADA) and the Vietnam Era Veteran's Readjustment Assistance Act of 1972 not to discriminate in such manner. Discrimination on any of the bases listed above will not be tolerated by Cochise College. Further, retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated.

2. RESPONSIBILITY

All employees of Cochise College must comply with this policy and procedure and the laws dealing with discrimination. Any supervisory employee who violates such policies,

procedures, or law shall be subject to appropriate disciplinary action up to and including termination of employment.

Supervisors are expected to take action to insure that their employees do not commit actions that are in violation of this policy and procedure. Supervisors who become aware of alleged violations are expected to immediately confer with the Associate Vice President for Human Resources, who has been designated as the College's Equal Employment Opportunity Officer, regarding appropriate steps to be taken.

### 3. PROCEDURE FOR FILING OF COMPLAINTS

- a. Any individual who believes that a violation of this policy/procedure has occurred may raise concerns or file a complaint without fear of retaliation. Complaints should be directed to the Associate Vice President for Human Resources within 30 calendar days of the alleged discriminatory action.
- b. The investigation and resolution of complaints is dependent upon accurate communication. For this reason, a complaining party is encouraged to prepare a written statement of the issues. However, regardless of whether a written statement is submitted, the complaining party may notify the Associate Vice President for Human Resources of concerns or complaints and may identify solutions that he/she considers acceptable.
- c. Cochise College will thoroughly investigate all complaints of illegal discrimination. Investigations will be conducted by the Associate Vice President for Human Resources or another individual designated by the President or the Chair of the Governing Board.
- d. Following the investigation of a complaint, the College will evaluate the results and determine a resolution. The resolution will be directed toward the avoidance of future problems as well as addressing any harm that may have occurred as a result of the alleged policy violations. Any disciplinary action that results from the investigation shall be taken in accordance with applicable discipline and grievance procedures.

### 4. RETALIATION

Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation is prohibited and constitutes grounds for disciplinary action up to and including termination.

### 5. INVESTIGATIONS WITHOUT COMPLAINTS

Nothing in this procedure shall limit the College's obligation and/or right to investigate and take appropriate action regarding allegations of possible discriminatory action, whether or not a written complaint has been received.

**Procedure 610.2**  
**Affirmative Action**

1. STATEMENT OF COVERAGE

Cochise College is firmly committed to providing equal opportunity through affirmative action employment and educational programs and activities.

2. RESPONSIBILITY FOR IMPLEMENTATION

The Associate Vice President for Human Resources has been appointed as the College's Equal Employment/Affirmative Action Officer, and has responsibility to develop and monitor affirmative action and other equal employment opportunity programs. However, all management and supervisory employees, including the President, Vice Presidents, Directors, Deans, Instructional Managers, and Supervisors, must share in the responsibility for promoting affirmative action and providing equal employment opportunity to all.