

## NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

### I. Policy Section

3.0 College Operations and 6.0 Human Resources

### II. Policy Subsection

3.2 Non-Discrimination and Civil Rights

6.2 Equal Employment Opportunity

### III. Date of most recent changes

September 23, 2004

### IV. Policy Statement

Grand Rapids Community College is committed to providing equal opportunities for employees, students and the community and will comply fully with the nondiscrimination provisions of all state and federal laws and regulations. This policy extends to all terms, conditions and privileges of employment as well as the use of the facilities and participation in College-sponsored activities.

Grand Rapids Community College will maintain and improve educational programs, employment practices, purchasing practices and/or policies, business and administrative services that provide equal opportunities for all people. Further, Grand Rapids Community College will evaluate present programs, and where appropriate, initiate new ones to increase an awareness and understanding of the interests and needs of all people. Grand Rapids Community College will also establish and maintain rules and regulations consistent with this policy and legislative guidelines pertaining to equal opportunity and establish the processes for their implementation.

### V. Reason for Policy

[Federal EEO \(Title VII of the Civil Rights Act of 1964\)](#) and State MCRA ([Michigan Civil Rights Act](#)) prohibits discrimination against any individual with respect to their membership in a protected class (see section X. Definitions). The law protects employees from retaliation by employers for exercising their rights under the Act. Grand Rapids Community College strictly forbids harassment, retaliation, coercion, interference, or intimidation against any individual with respect to their membership in a protected class.

[The Veterans Readjustment Act](#) prohibits discrimination against disabled veterans and veterans of the Vietnam Era. It provides reemployment rights upon return from military duty.

The [ADEA \(Age Discrimination in Employment Act\)](#) prohibits discrimination against employees or applicants who are forty (40) years old or older.

Notwithstanding a limited exception, there is no age cap on length of employment and mandatory retirement is prohibited.

[The Equal Pay Act](#) and the EPA ([Michigan Equal Pay Act](#)) prohibits wage discrimination based on gender where the employees in question are performing work requiring equal skill, effort and responsibility unless the wage differential is based on merit, seniority, incentive system or other legal criteria.

The [IRCA \(Immigration and Reform Control Act\)](#) prohibits employers from hiring or continuing to employ aliens who are not authorized to work in the United States and establishes an elaborate verification procedure to assure compliance. The [IRCA](#) also prohibits employment discrimination based on national origin or United States citizenship or intended citizenship and makes it unlawful for employers to discriminate against job applicants who may look or sound as if their country of origin is not the United States.

Other Federal and State laws that pertain to non-discrimination and equal employment opportunities include:

- (1) [The American with Disabilities Act \(ADA\)](#), Michigan persons with Disability Act ([PDA](#)) and 504 and 503 of the [Rehabilitation Act](#)  
GRCC Policy 6.3A: Americans with Disability Act
- (2) [Pregnancy Discrimination Act](#)
- (3) [National Labor Relations Act \(NLRA\)](#)  
GRCC Policy 6.1: Employee Groups

#### VI. Entities Affected by This Policy

All Employees

#### VII. Who Should Read This Policy

Employees/contingency employee/Independent Contractors  
Applicants  
Students  
Purchasing Vendors  
Community & constituencies accessing services

#### VIII. Related Documents

- a) Official College Documents (contracts, marketing material, etc.) must contain Grand Rapids Community College's Non-Discrimination/Equal Employment Opportunity statement.
- b) The current Federal and State statutes must be available for public notice at entrance locations approved by Grand Rapids Community College.
- c) Complaint Process (S Drive)
- d) Other GRCC Policies: 6.1 Employee Groups; 6.3A [Americans with Disabilities Act](#)

IX. Contacts

Any individual who believes (s)he has experienced discrimination, been denied equal employment opportunity, or experienced retaliation, harassment, coercion, interference, or intimidation should report it immediately to his/her supervisor or the EEO Officer. The EEO Officer is located in College Park Plaza, 4<sup>th</sup> Floor Room 404B.

X. Definitions

At Grand Rapids Community College this policy defines protected class to include race, color, religion, sexual orientation, gender, age, national origin, height, weight, marital status, non-disqualifying disability or status as a Vietnam Era veteran.

XI. Procedures

See Complaint Process, located at S Drive

XII. Forms