Equal Employment Opportunity Policy

Policy Number	300.03.01	**Custodian**	Human Resources
Approved Date	1/25/2022		
Effective Date	8/11/2020	**Review Date**	October 2023
References: Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, USDA, Employment Preference Policy, Sexual Harassment Policy, Title IX Policy			

1. Purpose

White Earth Tribal and Community College (WETCC) is committed to providing a non-discriminatory environment for all employees. WETCC strives to ensure the workplace is free from any form of discrimination.

2. Persons Affected

2.1. WETCC Employees.

2.2. WETCC Students.

2.3. Job Applicants.

3. Policy

This policy is to ensure the following:

3.1. WETCC employees comply with the Equal Employment Opportunity Policy in all aspects of employment and academics.

3.2. The Title IX coordinator ensures proper notices and employment rights are posted in compliance with regulations.

3.3. The Title IX coordinator or the assigned deputy coordinator investigate claims of violation of this policy.

3.4. Statement of Nondiscrimination. Decisions regarding admissions, recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

3.5. Reasonable Accommodations. WETCC provides reasonable accommodation to qualified employees and applicants with disabilities unless doing so would cause undue

hardship to WETCC. Refer to the Reasonable Accommodations Policy for further information. An employee or applicant requesting reasonable accommodation should consult with the HR Department.

3.6. Preferences. The WETCC EEO Policy is not meant to void any preferences in employment practices such as Indian Preference or Veterans Preference.

4. Definitions

4.1. The Equal Employment Opportunity (EEO) Commission. Federal agency charged with eliminating discrimination.

4.2. EEO and nondiscrimination. Terms used by WETCC include factors such as race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in all terms and conditions of employment.

4.3. Designated Title IX coordinator. Human Resources coordinator

4.4. Designated Title IX Deputy's. Academic Dean and Dean of Student Services.

4.5. USDA. U.S. Department of Agriculture.

5. Procedures

5.1. Follow the complaint process.

The following person has been designated to handle complaints or inquiries regarding any nondiscrimination policies:

Title IX Coordinator
Human Resources
2250 College Road
Mahnomen, MN 56557
218-935-0417
hr@wetcc.edu

Any complaint of discrimination should be addressed directly to the Title coordinator or a deputy coordinator as soon as possible. Participating in a complaint process is protected from retaliation under all circumstances.

In cases where investigation confirms the allegations, appropriate corrective action will be taken, regardless of whether the inappropriate conduct rises to the level of any violation of the law, as outlined in the approved policies of WETCC.

5.2. **USDA Program Complaints**. Remedies to resolve program complaints may vary depending upon the circumstances and specific funding sources involved. To file a USDA program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaintfilingcust.html and available at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit you completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442 or

Email: program.intake@usda.gov.

Revision History

Rev. Date	Rev. No.	Revision
October 2023		New format