

**NORTH COUNTRY COMMUNITY COLLEGE**  
**Statement of Policy**  
**Affirmative Action for Human Rights**  
**October 1979 (Revised Summer 1993)**

It being in the public interest and in compliance with Title VII of the Civil Rights Act, Executive Order 11246, Title IX of the Office of Civil Rights, and/or other State and Federal regulations and guidelines, North Country Community College makes itself known as:

“An Equal Opportunity College and pledges to permit no illegal discrimination for or against any individual or group of its students, prospective students, employees, or prospective employees on the basis of race, color, religion, national origin, age, sex, physical disability, or marital status.”

Employees of the College have been designated as Affirmative Action Office for Human Rights. The designated officers are:

**All Employees**

Tara Smith  
Affirmative Action Officer  
PO Box 89  
Saranac Lake, NY 12983

**All Students**

Cammy Sheridan  
ADA/504 Coordinator  
PO Box 89  
Saranac Lake, NY 12983

**I. Affirmative Action Plan for Hiring Faculty and Professional Staff**

In order to strengthen and to refine campus affirmative action commitments, the Affirmative Action Officer is involved in and oversees the preparation of recruitment materials, mailings, advertisements, and the processing of applicants. The extent of the advertising and recruitment should be in proportion to the responsibilities of the position and the time frame available for recruitment.

**A. Vacancy Announcements**

1. A current position description will provide the basis for the vacancy announcement by the Hiring Manager following a Request to Search Process. Position qualifications should be refined to assure that the description does not in itself discriminate against the selection of minority or women applicants. The vacancy announcement will be forwarded to the Affirmative Action Officer where it will be reviewed in consultation with the Area Supervisor prior to publication.

## B. Hiring Process

1. When a vacancy requires a replacement in less than five weeks, full compliance with the Affirmative Action procedures may adversely affect College function. In such circumstances, the Affirmative Action Officer and appropriate Area Supervisor may waive some of the steps. However, as much of an Affirmative Action procedure as is possible will be maintained. Such vacancies will be treated on a case-by-case basis.
2. Application Review and Candidate Interviews:
  - a. A Screening Committee for the position to be filled should be established by the appropriate Area Supervisor/Hiring Manager. The principal functions shall be to screen applicants for interview, to consult with unions and staff as may be appropriate, to establish a set of questions to be asked of each candidate, and to make written recommendation to the Area Supervisor. The Area Supervisor will assure that all applicants for employment will receive adequate and open appraisal.
  - b. In the selection of finalists, the Area Supervisor/Hiring Manager and staff should be aware of the College commitment to hire qualified minorities and women who are qualified. A record will be kept of all questions asked in the interviewing process.
  - c. The Area Supervisor shall furnish the Affirmative Action Officer with a summary statement about each applicant, stating the reasons(s) why a candidate is not interviewed; and for those who are interviewed, the date of the interview and the final disposition, stating the reason(s). Applicants may be identified by number only.
  - d. The Area Supervisor will contact the finalists for interview, either by phone or by ordinary mail.
  - e. The Area Supervisor will notify by mail the interviewed finalists who were not selected for the position including a statement of reason(s).

## C. Recommendations and Reports

1. A copy of the Screening Committee's written recommendations for the appointment of a candidate will be sent to the Affirmative Action Officer.
2. When a position is filled, all applications should be filed in the office Human Resources for a period of one year.

## **II. Affirmative Action Policy for the Accommodation of the Handicapped:**

On April 28, 1977, the Secretary of the Department of Health, Education, and Welfare signed the final regulations which implement Section 504 of the Rehabilitation Act of 1973, with regard to federal financial assistance administered by the Department of Health, Education, and Welfare.

Section 504 provides that "no otherwise qualified handicapped individual.... shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The regulation, which applies to all recipients of federal assistance from HEW, is intended to carry out Section 504 by insuring that the federally-assisted programs and activities of recipients are operated without discrimination on the basis of handicap. The regulation defines and forbids acts of discrimination against qualified handicapped persons in employment and in the operation of programs and activities receiving assistance from the Department. As employers, recipients must make reasonable accommodation to the

handicaps of applicants and employees unless the accommodation would cause the employer undue hardship.

### **III. Affirmative Action Policy Regarding Sexual Harassment and Discrimination Based on Gender and/or Sexual Preference**

The College observes the New York State Policy on Sexual Harassment in the Workplace which states that sexual harassment which discriminates on the basis of gender is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended and the New York State Human Rights Law.

Guidelines approved by the Equal Employment Opportunity Commission on September 23, 1980, state:

Unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creates an intimidating, hostile, or offensive work environment.

### **IV. General Conditions in implementing and maintaining Affirmative Action for Human Rights at North Country Community College:**

- A. North Country Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, sex, or handicap is excluded from participating in, or is denied the benefit of, or is subject to discrimination under, any education program or activity. Such policy includes, but is not limited to, all educational programs and activities or employment therein and/or admission thereto.
- B. Any inquiries concerning the application of the above policy may be referred to the Affirmative Action Officer for Human Rights as named above.
- C. Notification that this policy exists will be published and on its website (nccc.edu).
- D. Written communication of this policy will be posted.
- E. The College will inform each admission and employment recruitment representative of this policy of non-discrimination and will require such representatives to adhere to such policy.

The basis underlying the above is the sound premise that equal opportunity in education is fundamental to equality in all other forms of human endeavor. Every member of the College community is urged to support these rights as an affirmation of the principles of equality upon which our nation was founded. Above all, we are reminded that the most effective enforcement of all human rights is a public which supports the law. Much of the discrimination that has existed or still exists today has existed unconsciously or through practices long enshrined in tradition. The College's annual self-examination should identify any discrimination policies which may exist within the College for which necessary remedial action will be taken.