

# Equal Employment Opportunity Policy

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| <b>POLICY:</b> Equal Employment Opportunity Policy  |          |                     |                 |
| <b>POLICY NUMBER:</b>   | 300.03   | <b>CUSTODIAN:</b>   | Human Resources |
| <b>APV'D DATE:</b>  | 01/25/22 |                     |                 |
| <b>EFFECTIVE DATE:</b>  | 08/11/20 | <b>REVIEW DATE:</b> | 07/2021         |
| <b>REFERENCES:</b> <i>Civil Rights Act of 1964</i> , Title IX of the Education Amendments of 1972, <i>Section 504 of the Rehabilitation Act of 1973</i> , <i>Age Discrimination Act of 1975</i> , <i>USDA</i> , Employment Preference Policy, Sexual Harassment Policy, Title IX Policy |          |                     |                 |

## Part 1. Policy Background and 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.

## Part 2. Definitions

The Equal Employment Opportunity (EEO) Commission is the federal agency charged with eliminating discrimination.

The terms “EEO” and “nondiscrimination” as used by WETCC shall 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.

The Human Resources Technician has been designed as the Title IX Coordinator, the Dean of Student Services and the Academic Dean are Deputy Title IX Coordinators.

USDA refers to the U.S. Department of Agriculture, a funding source of WETCC.

## Part 3. Responsibility

It is the responsibility of all WETCC employees to comply with the Equal Employment Opportunity Policy in all aspects of employment and academics.

It is the responsibility of the Title IX Coordinator to ensure proper notices and employment rights are posted in compliance with regulations.

It is the responsibility of the Title IX Coordinator or the assigned Deputy Coordinator to investigate any claims of violation of this policy.

## **Part 4. Policy**

### **Subpart A. Statement of Nondiscrimination.**

All 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.

### **Subpart B. Reasonable Accommodations**

It is the policy of WETCC to provide reasonable accommodation to qualified employees and applicants with disabilities unless to do so would cause undue hardship to WETCC. Refer to the Reasonable Accommodations Policy for further information. An employee or applicant requesting a reasonable accommodation should consult with the HR Department.

### **Subpart C. 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 ext. 332  
[Complaint@wetcc.edu](mailto:Complaint@wetcc.edu)

Any complaint of discrimination should be addressed directly to the Title IX 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.

### **Subpart D. 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/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.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 your 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

E-MAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Subpart E. Preferences**

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