

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 55**

TITLE: EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

SECTION 1: GENERAL

- 1.1 Scope: This rule sets forth Bluefield State College's Board of Governors' Equal Opportunity and Affirmative Action Policy.
- 1.2 Authority: WV Code §18B-1-6, §18B-1B-5. See also WV HEPC Title 133 Procedural Rule, Series 40, "Equal Opportunity and Affirmative Action."
- 1.3 Filing Date: July 21, 2014
- 1.4 Effective Date: June 19, 2014
- 1.5 BSC Policy Monitor: Human Resources

SECTION 2: POLICY STATEMENT

- 2.1. It shall be the policy of Bluefield State College to provide equal employment opportunities to all qualified employees and applicants and to prohibit discrimination or harassment against any such individuals on the basis of protected characteristics. The College considers race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status as protected characteristics and will not permit discrimination or harassment against any employee or applicant for employment on the basis of any such characteristic. The College will conform both to the letter and the spirit of the law and regulations with respect to prohibiting any such discrimination or harassment and will engage in affirmative action to employ, advance in employment and treat all qualified persons without discrimination in any employment practices. Also, the College will adhere to the provisions in its Hiring Policy #42.
- 2.2. The College shall use the principles of equal employment opportunity and affirmative action in making employment decisions.
- 2.3. The scope of this policy prohibiting discrimination and harassment in accordance with the principles of equal employment opportunity and affirmative action extends, but is not limited to, the following: recruitment, employment, promotion, transfer, training, working conditions, wage and salary administration, benefits and the application of all other employment-related policies. These principles of non-discrimination and anti-harassment also apply to the selection and treatment of independent contractors, personnel working on College premises and any other persons or firms doing business with the College.
- 2.4. In furtherance of its policy prohibiting discrimination against individuals on the basis of disability, the College will provide reasonable accommodation in the work place for disabled employees. All inquiries regarding the rights of employees with disabilities,

including the right to employment accommodations, should be directed to the ADA Coordinator/Director of Human Resources.

- 2.5 The College shall take the initiative in developing or modifying its own affirmative action plan to achieve compliance with the equal employment opportunity and affirmative action policies of the West Virginia Higher Education Commission as well as those of the state and federal governments. The president shall, through appropriate means, establish and maintain programs of equal employment opportunity and affirmative action within her/his jurisdiction in accordance with all laws and regulations applicable to the institution. The equal employment opportunity and affirmative action goals of the institution must be integrated into and consistent with other performance goals of the institution.
- 2.6 Bluefield State College shall submit its affirmative action plan to the Chancellor of the Higher Education Policy Commission by July 1 of each year. The Office of Human Resources and its representatives shall work collaboratively with the Assistant to the President for Equity, Diversity and Inclusion, and the management at all levels of the institution, to help facilitate the achievement of equal employment opportunity/affirmative action goals and compliance across the institution.