

# Procedure: 2.1.1p. Statement of Equal Opportunity

**Revised:** March 10, 2020; January 5, 2018; May 17, 2016; September 6, 2012;  
February 1, 2007; June 1, 2006; January 17, 2001; February 3, 1994  
**Last Reviewed:** September 9, 2020, September 3, 2019  
**Approved:** July 7, 1988



## I. PURPOSE:

The purpose of this procedure is to implement the State Board Policy regarding Equal Opportunity. The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, age, religion, disability, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation. TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices as mandated by federal compliance guidelines.

## II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 Powers of the Board  
O.C.G.A. § 20-4-14 TCSG Powers and Duties  
State Board Policy 2.1.1. Statement of Equal Opportunity  
Title IX of the Educational Amendments of 1972  
Title VI and Title VII of the Civil Rights Act of 1964, as amended  
Age Discrimination in Employment Act of 1967, as amended  
Executive Order 11246, as amended,  
Vietnam Era Veteran's Readjustment Act of 1974, as amended  
Section 504 of the Rehabilitation Act of 1973, as amended  
Americans with Disabilities Act of 1990, as amended  
Equal Pay Act  
Lilly Ledbetter Fair Pay Act of 2009  
Georgia Fair Employment Practices Act of 1978, as amended  
Immigration Reform and Control Act of 1986  
Genetic Information Nondiscrimination Act of 2008  
Workforce Innovation and Opportunity Act (WIOA) of 2014

### **III. APPLICABILITY:**

All work units and technical colleges associated with the Technical College System of Georgia.

### **IV. DEFINITIONS: N/A**

### **V. ATTACHMENTS: N/A**

### **VI. PROCEDURE:**

- A. Publications, advertisements, job announcements, and job and enrollment applications shall contain a statement of equal opportunity and shall contain no indication, either, explicit or implied, of a preference for one class of persons over another.
- B. Notices shall be conspicuously posted in public places at the System Office and in the technical college buildings, informing job applicants and employees that the organization is an equal opportunity organization and advising students, applicants and employees of their rights to notify an appropriate college official, local, state, or federal agency if they believe they have been subjected to unlawful discrimination.
- C. Prior to the beginning of each school year, the college is required to publish the Statement of Equal Opportunity in the local newspaper(s) in the college's service area with a statement that all vocational opportunities will be offered regardless of race, color, national origin, sex, age, or disability. The notice must include a brief summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.
- D. Each college shall appoint individuals to act as Coordinators to ensure compliance with federal laws including but not limited to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, Title VI and Title VII of the Civil Rights Act of 1964, as amended. The names, locations and contact information for these Coordinators will be widely published in materials/information distributed by colleges.
- E. Employees will be advised of the State Board Policy governing Equal Opportunity and required to acknowledge receipt.
- F. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.
- G. Inquiries concerning the administration of this procedure and other applicable complaint procedures may be addressed to any of the following offices or designated individuals:
  - TCSG Office of Human Resources
  - TCSG Office of Legal Services
  - College Title IX Coordinators
  - College Disabilities Coordinators
  - College Office of Human Resources
  - College Veteran's Benefits Coordinators

### **VII. RECORD RETENTION:**

All records pertaining to this procedure shall be maintained in accordance with the Georgia Records Retention schedule maintained by the Archives of the University System of Georgia. Employee acknowledgements shall be maintained in employees' official personnel files.