

# MAINE COMMUNITY COLLEGE SYSTEM

## GENERAL ADMINISTRATION

### Section 201

**SUBJECT: NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

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**PURPOSE: To establish a policy prohibiting discrimination throughout the Maine Community College System**

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#### **A. Statement of Intent**

The Maine Community College System recognizes that unlawful discrimination in educational programs and employment based upon actual or perceived race, color, religion, sex, sexual orientation, including gender identity or expression, ancestry or national origin, disability, age, familial status, genetic information or status as a Vietnam era veteran can foreclose economic opportunity to a significant number of persons. In order to avoid this inequity and to afford all persons the opportunity to achieve their rightful place in society, the Maine Community College System pledges to eliminate unlawful discrimination upon any group protected by state or federal laws and, in addition, to take affirmative action to recruit, employ and educate qualified members of under-represented groups.

#### **B. Policy Statement**

The Maine Community College System provides equal opportunity regardless of actual or perceived race, color, ancestry or national origin, religion, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information or Vietnam era veteran status pursuant to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246 as amended by Executive Order 11375; the Age Discrimination in Employment Act of 1975; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; and the Maine Human Rights Act (5 M.R.S.A., §4551, et. seq.). In addition, pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act, the Maine Community College System does not discriminate on the basis of disability in its programs and activities. This policy affects employment policies and actions, as well as the delivery of educational services, at all levels and facilities of the Maine Community College System.

Further, the Maine Community College System objective of equal opportunity will be met by taking affirmative action, i.e., making goal-oriented efforts to increase the numbers of women and minority groups in positions where their representation has been less than proportionate to their availability.

### **C. Implementation**

Authority and responsibility for implementing, maintaining and monitoring non-discrimination, affirmative action and equal opportunity at the Maine Community College System lies primarily with the president of each college and the System. All directors, department heads and equivalent officers are similarly responsible within their areas of jurisdiction. The System president through the System Office shall also help ensure that all units of the System are in compliance with the stated policy of the Board of Trustees, and with all pertinent state and federal laws and regulations.

### **D. Notice of Non-Discrimination**

Commonly accessible bulletin boards maintained by the colleges and System Office shall contain the following notice of non-discrimination. The long form notice set forth below shall be posted in a prominent place in each building, and all college publications including, but not limited to, student and employee handbooks, catalogs, websites and other relatively lengthy sources shall contain the notice at the top or bottom of the inside front cover. For websites, the bottom of the homepage should contain a link to the long form notice. The short form of the notice set forth below may be placed in publications that have more limited space, such as flyers, brochures and advertisements in newspapers. Advertisements for employment in newspapers, journals and other sources shall also contain position title, closing date and contact information.

#### **LONG FORM: NOTICE OF NON-DISCRIMINATION**

[insert name of college] Community College (College) does not discriminate as proscribed by federal and/or state law on the basis of actual or perceived race, color, religion, ancestry or national origin, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information, disability, or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Equal Employment Officer  
[insert location/building name]  
[insert mailing address]  
Telephone: [insert telephone number]  
Maine Relay Service: 800-457-1220  
E-mail: [insert e-mail address]

and/or

Title IX Coordinator (sex discrimination)  
[insert location/building name]  
[insert mailing address]  
Telephone: [insert telephone number]  
Maine Relay Service: 800-457-1220

E-mail: [insert e-mail address]

and/or

United States Department of Education

Office for Civil Rights

33 Arch Street, Suite 900

Boston, MA 02110

Telephone: 617-289-0111

TTY/TDD: 617-289-0063

Fax: 617-289-0150

E-mail: OCR.Boston@ed.gov

Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

and/or

Maine Human Rights Commission (MHRC)

51 State House Station

Augusta, ME 04333-0051

Telephone: 207-624-6050

TTY/TDD: 207-624-6064

Fax: 207-624-6063

Internet: <http://www.state.me.us/mhrc/index.shtml>

and/or

Equal Employment Opportunity Commission

475 Government Center

Boston, MA 02203

Telephone: 617-565-3200 1-800-669-4000

TTY: 617-565-3204 1-800-669-6820

Fax: 617-565-3196

Internet: <http://www.eeoc.gov/>

**SHORT FORM:  
NOTICE OF NON-DISCRIMINATION**

[Insert name of College] Community College is an equal opportunity/affirmative action institution and employer. For more information, please call [insert telephone number of Equal Employment Officer].

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REFERENCES: 5 M.R.S.A. §4551, et seq.; 42 U.S.C. §1971, §1975a-d, §2000a; §2000h-g; 42 U.S.C. §6101-§6107; 29 U.S.C. §621-§634; Pub. L. 110-233, 122 Stat. 881; 5 U.S.C. §8335-§8339; 38 U.S.C. §219, et seq.; 8 U.S.C. §1101, et seq.; 29 U.S.C. §701, et seq., 20-A M.R.S.A.

§12709, §12709(14), §12712(1) and §12712(9)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: November 29, 2012; September 27, 2017; September 23, 2020, June 22, 2022