

<b>Employment Policy</b>	Policy Number	6.1
	Effective Date	April 2, 2014

**1.0 POLICY & PURPOSE**

The Board of Trustees of Laramie County Community College recognizes it takes a diverse, robust, and comprehensive group of individuals who assume the various roles and responsibilities required to create a positive educational environment where the comprehensive community college mission can be achieved. The Board believes at the core of this group exists those individuals who are in the employ of the College and charged with carrying out the operations of the institution in an effective and efficient manner, at all times striving to continuously improve towards fulfillment of the College’s Mission, its Vision, and through the exhibition of the core values of the institution. Therefore, the purpose of this policy is to affirm those perspectives, while also providing guidance to the President of the Board’s intent thereof, and the intent of the Board in the following:

A. Equal Employment Opportunity and Affirmative Action

It is the policy of Laramie County Community College Board of Trustees to provide equal employment opportunity for all applicants for employment with the College. The College does not discriminate on the basis of religious or political beliefs, race, color, national origin, sex, age, marital status, physical disability or other non-merit factors except where specific requirements constitute a bona fide occupational qualification necessary to proper and efficient job performances as determined by the President. Laramie County Community College will take affirmative action in recruiting minorities and members of protected classes. The President is ultimately responsible for monitoring administrative procedure guaranteeing fair and equitable treatment of all candidates. Inquiries concerning Title VI, Title VII, Title IX, Section 504 and the Americans with Disabilities Act may be referred to the Human Resources department (inquire in the Human Resources Office for specific individuals). Inquiries may also be made to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204 or Equal Employment Opportunity Commission, 303 East 17<sup>th</sup> Avenue, Suite 510, Denver, CO 80203.

B. Best Candidate

LCCC will utilize competitive hiring approaches to identify the best candidate and retain the best employee for each position. This process may utilize internal and/or external searches.

C. Employment and Employee Categories

The Board of Trustees of Laramie County Community College, through the President, shall define the types of employment positions at the College and establish a classification system for categorizing its employee types and determining the appropriate employment relationship for each classification.



**2.0 REVISION HISTORY**

Adopted on: 4/2/14

### 3.0 PERSONS AFFECTED

All Employees are subject to the Employment Policy.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresl-Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	3/17/14
Recommended by President (Signature)		4/2/14
Approval by Trustees (Signature)		4/2/14