

**Camden County College**  
***Board of Trustees Policy***

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|---|---|-------------|-------------------------|
| <b>Subject:</b><br><br><b>Equal Employment Opportunity<br/>and Non-Discrimination</b> | <b>Number</b>   | <b>Page</b> | <b>Of</b>               |
|   | 333   | 1           | 2                       |
|   | <b>Date: February 6, 2024</b>   |             |                         |
|   | <b>Supersedes:</b><br>January 6, 1998, October 23, 1990, June 3, 2016 |             |                         |
| <b>Last Reviewed:</b>   |   |             | <b>February 6, 2024</b> |

**PURPOSE**

Camden County College shall offer equal employment opportunity to all persons without regard to race, creed, color, national origin, nationality, ancestry, religion, age, sex (including pregnancy and breastfeeding) ), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability (including perceived disability)\*, and AIDS\* and HIV\* status \*note this language is only on the Civil Service page not NJ main page). In addition, the College will comply with applicable state and local laws governing nondiscrimination in employment. The College will take positive action to ensure fulfillment of this policy in all areas of employment including hiring, job postings, interviews, placement, promotion, transfer or demotion, recruitment, employment ads, compensation including salary and benefits, selection for training, layoff, and termination.

**SCOPE**

This Policy of Non-Discrimination is designed to express the college’s intent and commitment to comply with the requirements of state and federal non-discrimination laws as related to equal employment opportunity and non-discrimination, including but not limited to:

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Age Discrimination Act of 1975
- Age Discrimination in Employment Act of 1967
- New Jersey Equal Pay Act
- Title VIII of the Public Health Service Act
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Section 402 of the Vietnam Era Veterans Readjustment Act of 1974
- Retirement Equity Act of 1984
- Pregnancy Discrimination Act
- American with Disabilities Act Amendments Act (ADAAA)
- Title II of the Genetic Information Non-Discrimination Act of 2008
- New Jersey Law against Discrimination

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**PROVISIONS**

1. All employment advertising shall include the statement, “An Equal Opportunity Employer”.
2. The College will cultivate communication channels with representatives of minority groups, civic, and community organizations.
3. All decisions pertaining to employment, promotion, demotion, transfer, recruiting, layoff, terminations, training, and rates of pay of employees will be executed without regard to any of the above listed characteristics and as otherwise required by any applicable law.
4. Any unlawful discrimination should be reported within 48 hours of the incident to the Office of Human Resources. Supervisors must report any violations of this policy to the Office of Human Resources.
5. The College will investigate every violation promptly, thoroughly and fairly and will take disciplinary action when and where appropriate, up to and including termination of employment.
6. The College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
7. It is the responsibility of every employee involved in any aspect of employment actions to be aware of their responsibility to ensure adherence to the College’s Equal Employment Opportunity/Non-Discrimination policy.

**AUTHORITY**

At the direction of the President it is the responsibility of the department heads, and the Office of Human Resources to ensure compliance of this policy.