

Equal Opportunity Education and Employment Policy

233 Administrative/Operating Guideline

No person may be denied admission to, participation in, employment at, the benefits of, or be discriminated against in any service, program, course, or facility of the Northcentral Technical College District because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, service in the armed forces, genetic testing, or use or non-use of lawful products off the District premises during non-working or non-class hours.

All District services will be provided in a non-discriminatory manner and in a climate which is conducive to, and supportive of, cultural and ethnic diversity.

The President has established procedures which:

1. Encourage a complainant to file a complaint with the President (or his designee) as soon as possible after, but no later than 300 days after the alleged violation.
2. Provide periods within which the complainant and the President must act for each procedural step leading to the issuance of a final decision and for appeal of the final decision to the District Board.
3. Provide criteria for determining whether discrimination has occurred.
4. Provide remedies and sanctions for violation of this policy.

Accommodations for Disabled:

Reasonable accommodations and physical accessibility will be provided for students, employees and visitors.

Religious Accommodations:

In response to a student's, or an employee's request, reasonable accommodations will be provided for religious observances and practices. Please refer to Policy 234 regarding religious accommodations for students.

Harassment:

Employees, students, and visitors of the Northcentral Technical College District shall be allowed to function in an atmosphere which is free from harassment on the basis of political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, service in the armed forces, genetic testing, or use or non-use of lawful products off the college premises during non-working or non-class hours.

Harassment, based upon the above mentioned personal attributes, is an unlawful practice and is prohibited. In this context, harassment is defined as verbal and/or physical conduct which prevents or impairs an individual's fair and unbiased access to employment or educational opportunities and benefits.

The NTC District will not tolerate the harassment, including sexual harassment, of any employee, student or visitor by supervisory personnel, staff members, students or visitors. Individuals who engage in harassment are subject to disciplinary action by the District up to and including expulsion or termination of employment. Visitors who engage in harassment may be removed from the facility.

Sexual Harassment:

Sexual harassment, discrimination on the basis of sex, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature and constitutes harassment when the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment.

Retaliation

The District prohibits and will not tolerate any harassment or retaliation against a person who files a report or against any person identified as a witness or otherwise involved in the report. The District will take immediate disciplinary action against any person engaging in this behavior.

Compliance:

Actions taken under this policy will comply with Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment law, and other appropriate laws and executive orders and/or administrative directives and codes including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B).

Reporting Violations:

Any person who believes that he/she has been discriminated against and/or harassed in violation of this policy, or has any questions concerning accommodations or discrimination is urged to contact:

Affirmative Action Officer
Northcentral Technical College
1000 W. Campus Drive, Wausau, WI 54401
Telephone: 715.803.1057

This person also serves as the District's Title IX, Sex Equity, Section 504, and Americans with Disabilities Act Coordinator. The Affirmative Action Officer reports to the Human Resources Team Leader, College President, and/or District Board as appropriate, when dealing with discrimination and/or harassment complaints.

Copies of the District Policy and Administrative Procedure for filing/resolving complaints are posted on appropriate bulletin boards and may be obtained from the District's Affirmative Action Officer.

Designated Contact Persons:

In an effort to make reporting complaints as accessible as possible, Attachment A lists alternative people who are designated to handle discrimination and/or harassment complaints. In the event that the Affirmative Action Officer is not available, or that you may feel more comfortable speaking to another person, any of these people may be contacted.

Revised: June 17, 2015, July 23, 2013, July 18, 2012, September 27, 2010, July 26, 2010, November 2, 2009, September 11, 2009, September 18, 2008, January 22, 2008, August 7, 2007, January 30, 2007, October 27, 2006, September 25, 2006, June 22, 2004, April 1, 2004, August 23, 1999

Replaces Policy 4110, 5010, 225

Attachment A

Designated Contact Person		
Location	Contact Person	Phone Number: 715-675-3331 Ext. ****
All Locations	Karen Brzezinski Affirmative Action Officer	Ext. 1057
Alternative High School	Deb Stencil Dean of Educational Support Services	Ext. 1291
General Education & Business	Dean of General Studies & Business	Ext. 1235
Health Related Clinical Sites	Lorraine Zoromski Dean of Health	Ext. 1356
Main Campus (Wausau)	Karen Brzezinski Affirmative Action Officer	Ext. 1057
All Regional Campuses	Bobbi Damrow Dean of Regional Campuses	Ext. 7513 or 715/348-7513
Disability & Testing Services	JoDee Smith Director, Disability & Testing Services	Ext. 1195

***Wisconsin Relay for Deaf and Hard of Hearing Persons:

V/TRS 1-800-947-3529 or 715-675-6341