

S78-10 STUDENT EQUAL EMPLOYMENT OPPORTUNITY; DISCRIMINATION

sex, sexual preference, age, national origin, physical handicap or veterans status will exist in any categories of student employment.

The responsibility for implementing this policy resides in all deans, department chairpersons, office and program directors, and administrators who employ students.

In order to insure consistent endeavor and progress toward the goal of equal opportunity in employment of students, the Affirmative Action Office is assigned the responsibility for monitoring compliance with this policy. This will be accomplished in an annual report.

The hiring procedures, which is at the same time most efficient for the employer and fair to the student, will vary depending upon such factors as the nature of the job to be performed, the skills required, the duration of the job, etc. The following procedures, while they impose upon departments and programs a need for greater attention to the hiring of students, are intended to insure optimal fairness for student employees.

MINIMUM PROCEDURES FOR IMPLEMENTING THE STUDENT EEO POLICY

I. If a department/program anticipates appointing student assistants or work study students for readerships, clerical assistance, or any other job involving financial remuneration, a timely notice of the openings should be given maximum distribution. As a minimum the following shall be done:

A. Notice shall be filed with the campus placement center.

B. Notice shall be filed with the campus financial aids office if the student is to be paid with work study funds.

C. Notice of all vacancies shall be posted on appropriate department bulletin boards.

D. All notices pertinent to the vacancy shall include: a brief job description; qualifications required; rate of pay; a closing date for receipt of applications; and information on where to file the application.

II. With the expiration of the date posted for accepting applications the appropriate person will select the student to be employed on the basis of the best qualified for the job. In determining the "best qualified" all applicants should be subjected to the same criteria for evaluation and those criteria should be related to the job in question.

III. Each student employed should be given a written statement regarding his/her working conditions, i. e., duties, responsibilities, hours, and rate of pay, etc. Such a statement should also include possible reasons for termination.

