

## Equal Opportunity in Employment

### Policy/Procedure

Dickinson College is an intellectual and social community that values justice, free inquiry, diversity and equal opportunity. It is a fundamental policy of the college to respect pluralism, civility and mutual understanding within its community. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

This is in keeping with the Pennsylvania Human Relations Act; the Borough of Carlisle Human Relations Ordinance; Title VII of the Civil Rights Act of 1964; Title IX of the federal Educational Amendments of 1972; Section 504 of the federal Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990. Dickinson College provides equal employment opportunity for qualified persons and promotes the full realization of such equal opportunity through positive, continuing programs in every department. This policy of equal-employment opportunity applies to everyone, in every aspect of employment policies and practices, and in all operations of the college where it has employment responsibilities. This commitment applies, but is not limited, to decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.

The College recognizes all classes protected by law. This includes the rights of pregnant or parenting persons, considered by courts to be a sub-category of protection based on sex. In accordance with the Pennsylvania Human Relations Act and the Borough of Carlisle Human Relations Ordinance, discrimination on the basis of ancestry is prohibited.

Employees with disabilities shall be provided with reasonable accommodation, except where such accommodation would cause the college undue hardship. We invite employees with disabilities that require reasonable accommodation to inform Human Resource Services of their need for such reasonable accommodation. The college will use its utmost discretion in keeping such information confidential. Discrimination based upon an individual's status as a handler or trainer of support or guide animals is prohibited.

Dickinson College provides for the prompt, fair and impartial consideration of all complaints of discrimination.

The College is committed to building a representative and diverse faculty, staff, and student

body. We encourage applications from all qualified persons. From the moment individuals apply for a job at Dickinson College they are protected by the college's policy to provide equal employment opportunity on the basis of ability and competence to perform specific services. Each applicant is protected from discrimination based upon race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class.

If applicants believe that they have experienced any such discrimination during the hiring process, during normal work activities or through other aspects of the work environment, such as consideration for promotion, transfer, rates of pay or through the college's recruitment, training or selection for training, they should report the concerns to the college's director of Human Resource Services, or Title IX coordinator.

The equal opportunity policy guarantees that all job assignments will be based upon the college's judgment of the individual's ability to perform the services required for a particular position and the corresponding job relatedness. Human Resource Services can provide the individual with descriptions of the kinds of positions at the college, including the general range of responsibilities for each position. The hiring manager, in consultation with Human Resource Services, will make the final decision in selecting the most appropriately qualified candidate for a position.

<b>Related Information</b>
----------------------------

<b>History/Revision Information</b>
-------------------------------------

**Responsible Division/Office:** Human Resource Services

**Approval Date:**

**Effective Date:**

**Last Amended Date:** June 30, 2022

**Next Review Date:** June 30, 2024

**Also Found In:** Dickinson Employee Handbook, Academic Handbook