

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **HUMAN RESOURCES**

#### **EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION**

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**POLICY 4102.1**  
**ADOPTED: 06/25/91**  
**AMENDED: 03/16/93**  
**AMENDED: 08/15/00**  
**AMENDED: 11/20/01**  
**AMENDED: 12/20/16**

#### **Policy**

Triton College reaffirms its commitment to affirmative action and equal employment for all qualified persons without regard to race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age or any other basis which is protected by law except where such characteristics are bona-fide occupational requirements.

Triton College does not unlawfully discriminate in matters relating to recruitment, hiring, promotion, termination, compensation, benefits, transfers, and all other privileges, terms and conditions of employment.

#### **Compliance**

In accordance with federal law, Triton College maintains and implements written Affirmative Action and Equal Employment Policies. Further information regarding the College's commitment to equal opportunity through affirmative action are outlined in the Triton College Affirmative Action Plan.

#### **Implementation**

The Associate Vice President of Human Resources (Equal Opportunity, ADA & Minority Recruitment) is responsible for administering these Policies.

#### **Complaints**

Complaints alleging violations of the College's Equal Employment and/or Affirmative Action Policies can be filed with the Affirmative Action/Equal Employment Officer, hereinafter "Officer."

Bringing an Internal Complaint:

A complaint alleging a violation of the Equal Employment Opportunity Policy and/or Affirmative Action Policy should be filed with the Officer.

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Investigative Process:

1. After a complaint has been filed, the Officer will conduct an internal investigation utilizing interviews, oral communication and correspondence. All such inquiries will be documented in written form.
2. Where complaints are validated by the Officer, a proposed resolution designed to alleviate the violation will be presented to the complaining party. Provided the resolution is acceptable to the complaining party, it will be implemented.

Compliance Inquiries:

1. Inquiries regarding state and federal nondiscrimination regulation may be directed to any of the following agencies:
  - A. Equal Employment Opportunity Commission  
131 M Street, N.E.  
Washington DC 20507  
OR  
Chicago District Office  
500 West Madison, Suite 2000  
Chicago, IL 60661
  - B. Illinois Department of Human Rights  
100 West Randolph, Suite 6-400  
Chicago, IL 60601
  - C. Office for Civil Rights  
U.S. Department of Education  
233 N. Michigan Ave, Suite 240  
Chicago, IL 60601
  - D. Illinois Education Labor Relations Board  
160 North LaSalle Street, Suite 400  
Chicago, IL 60601