3.1 Equal Employment Opportunity

KCTCS is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, national origin, ethnic origin, gender, sexual orientation, age, religion, creed, physical or mental disability, veteran status, political affiliation or any other factor protected by law.

Equal employment opportunity notices are posted near employee gathering places as required by law. Additionally, they are posted on bulletin boards where employment opportunities are displayed and appropriate on-line communication systems. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

It is the policy of KCTCS to comply with the Americans with Disabilities Act (ADA). KCTCS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. KCTCS will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on KCTCS.

The President of KCTCS is accountable for developing affirmative action plans consistent with the policies and formats of the KCTCS. The KCTCS Chancellor is accountable for implementing affirmative action procedures, for reviewing all appointments, and for keeping appropriate records.

While management is primarily responsible for seeing that KCTCS' equal employment opportunity policies are implemented, all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including immediate supervisors, involved in discriminatory practices will be subject to disciplinary action, including termination.

6-22-98	12-3-04	12-3-04
Date Approved by KCTCS Board of Regents	Date of Last Review	Date of Last Revision *(Include all dates in chronological order)*

(SIGNED)	12-3-04	(SIGNED)	12-3-04
Chair, Board of Regents	Date	President, KCTCS	Date