



A Member of the Connecticut Community-Technical College System – An Equal Opportunity Employer
INTEROFFICE MEMORANDUM

Date: September, 2017

TO: All College Employees

FROM: Wilfredo Nieves, President

A handwritten signature in dark ink, appearing to read 'Wilfredo Nieves', is written over the 'FROM' line.

SUBJECT: **Affirmative Action Policy Statement**

Capital Community College affirms its commitment to Equal Employment Opportunity for all of its employees and students through the application of aggressive affirmative action programs. The College recognizes that affirmative action programs are needed throughout its Departments to eliminate the residual effects of past discrimination. It has established affirmative action and equal employment opportunity as immediate and necessary college objectives. It is the goal of Capital Community College to achieve the full and fair utilization and representation of minorities, women, and other protected classes within the college's workforce and student body.

"**Affirmative Action**" means positive action, undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, Blacks, and Hispanics and any other protected group found to be underutilized in the workforce or affected by policies or practices having an adverse impact.

"**Equal Employment Opportunity**" is the right of all persons to work and to advance on the basis of merit, ability and potential. Equal Employment opportunity is the purpose and goal of affirmative action. It is the policy and practice of Capital Community College not to discriminate against any qualified applicant based on race, color, religious creed, age, sex, national origin or ancestry, past or present history of mental disability, marital status, genetic information, sexual orientation, gender identity or expression, mental retardation, learning disability, physical disability, blindness and prior criminal record.

This nondiscriminatory policy affects all aspects of the employment process including recruiting, hiring, promotion, conditions and privileges of employment, training, compensation, benefits, transfers, discipline, layoffs and terminations. Additionally the College pledges to affirmatively provide services and programs in a fair and impartial manner.

Individuals with physical disabilities and many older people experience special difficulties in obtaining employment. The College will establish program goals to remedy any problems identified in the employment of these groups to ensure the full and fair utilization of such persons in the work force. Policies stated herein are pursuant to all applicable federal and state constitutional provisions, laws regulations, guidelines, and executive orders (see attached listing).

The affirmative action plan provides the framework within which managers and supervisors will work to meet and evaluate the success of affirmative action goals. As a public document, the plan is available for review by the college's employees, students, candidates for employment and the general public. All employees of Capital Community College have the right to review and comment on the Affirmative Action Plan, a copy of which is in the Human Resources Department. Comments or questions related to the plan should be addressed to the college's Affirmative Action Officer. The following is her contact information.

**Rita Kelley, Equal Opportunity Officer
Capital Community college
950 Main Street
Hartford, CT 06103
Telephone: (860) 906-5133**

As President of Capital Community College, I am committed to the effective implementation of the College's Affirmative Action Plan and the achievement of goal set forth in the plan. I expect all employees at every level to actively support the plan's policies and programs.