



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Nondiscrimination and Equal Opportunities

1. PURPOSE

This policy establishes the framework to prevent discrimination and to ensure equal employment and educational opportunity at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all College activities related to admissions, employment, services, and educational programming.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key
- 3.4 NPRC-1065: Whistleblower
- 3.5 NPRC-2120: Corrective Action
- 3.6 NPRC-3225: Academic Code of Conduct for Academic Students
- 3.7 PROC-3225: Academic Code of Conduct for Academic Students
- 3.8 NPRC-3235: Behavioral Code of Conduct for Students
- 3.9 PROC-3235: Behavioral Code of Conduct for Students
- 3.10 NPRC-3237: Suspension and Expulsion
- 3.11 Title VI and Title VII of the Civil Rights Act of 1964
- 3.12 Title IX of the Education Amendments of 1972
- 3.13 U. S. Department of Justice, Civil I Rights Division, Disability Rights Section, Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act
- 3.14 Age Discrimination Act of 1975
- 3.15 Fair Labor Standard Act (FLSA)
- 3.16 EEOC Pregnant Workers Fairness Act (PWFA)
- 3.17 U.S. Equal Employment Opportunity Commission (EEOC)

- 3.18 Age Discrimination in Employment Act of 1967
- 3.19 Vietnam Era Veterans Readjustment Act of 1974
- 3.20 Americans with Disabilities Act of 1990
- 3.21 Pennsylvania Human Relations Act

4. DEFINITIONS

- 4.1 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.2 Discrimination is the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex or another demographic.
- 4.3 Corrective Action is a process taken to resolve employee poor performance.
- 4.4 A student is any individual enrolled in any courses(s) of instruction offered by NPRC.
- 4.5 Retaliation occurs when a harmful action is taken against an individual for engaging in legally protected activity and includes, but is not limited to acts of intimidation, verbal or physical threats, coercion, or discrimination.
- 4.6 Equal Opportunity is providing everyone the same chance for employment, pay, promotion, and educational services without discrimination against any particular group(s).
- 4.7 Business Day is a day of normal college operation.

5. POLICY

- 5.1 The College prohibits discrimination based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law.
- 5.2 NPRC will make every reasonable effort to ensure that members of the College community shall not face discrimination of any kind.
- 5.3 The College must have discrimination-free employment selection processes, salary increases, reclassification, layoff, corrective action, training, and termination processes.
- 5.4 The College shall provide information for all employees about NPRC policies and their individual responsibilities through the Employee Handbook.
- 5.5 The College shall provide information for all students about student policies and their individual responsibilities through the College Catalog and Student Handbook.

- 5.6 The College publications will represent the diversity of our employees and students.
- 5.7 The College shall be an inclusive institution at all levels and services of employment and educational opportunities.
- 5.8 The College will follow the Fair Labor Standards Act (FLSA) and all subsequent amendments.
- 5.9 Any member of the College community with questions or concerns about potential discrimination or inequality of opportunity by the College can bring these issues to attention by speaking to any college employee or may submit their concern through the College website.
 - 5.9.1 Individuals outside of the College community with questions or concerns about any type of discrimination or inequality of opportunities can file a formal concern or complaint via the College website or with the Pennsylvania Human Relations Commission; <https://www.pa.gov/en/agencies/phrc.html> .
- 5.10 The College prohibits and will not engage in retaliation against any person who in good faith reports a violation of this policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law as set forth in NPRC 1065: Whistleblower.
 - 5.10.1 If an accusation is found to be false and the complainant is identified as deliberately making a false statement, the complainant will be subject to NPRC-2120: Corrective Action.
- 5.11 An employee found to be in violation of any policy, or local, state, and federal laws as it applies to discrimination or equal rights and opportunities, will have disciplinary actions taken per NPRC-2120: Corrective Action.
- 5.12 A student found to be in violation of any policy, or local, state, and federal laws as it applies to discrimination or equal rights and opportunities, will have disciplinary actions taken per NPRC-3225: Academic Code of Conduct for Students, PROC-3225: Academic Code of Conduct for Academic Students, NPRC-3235: Behavioral Code of Conduct for Students, PROC-3235: Behavioral Code of Conduct for Students, NPRC-3237: Suspension and Expulsion, or NPRC-9715: Administrative Removal and Administrative Drop.
- 5.13 Appeals can be made under the following circumstances:
 - 5.13.1 A procedural error or omission occurred that significantly impacted the outcome of the hearing.
 - 5.13.2 Presentation of new, unknown, or unavailable evidence that was not previously considered could substantially impact the original finding or sanction.
 - 5.13.3 The imposed Corrective Action falls outside the range designated for the offense.

- 5.14 The College will attempt to resolve complaints and appeals in a timely manner.
- 5.15 All records related to reports, supportive measures, actions taken, resolution processes, Corrective Actions, and appeals will be maintained for seven years and in accordance with state and federal laws.
- 5.16 Involved College personnel will preserve the privacy of reports and complaints and will not share the identity of any Complainant, Respondent, or other individual associated with a report or complaint, except as permitted by NPRC-3240: Educational Rights and Privacy, to adhere to this policy or conduct the processes established by associated procedures, or as required by law.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Human Resources Department and Student Services Department will ensure NPRC provides reaffirmation of this policy.
- 6.2 The Vice President of Enrollment and Student Services and the Vice President of Finance and Operations are jointly responsible for oversight and administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

<i>Signature on file</i>	<i>8/9/2024</i>
_____	_____
Chairperson, Board of Trustees	Date
<i>Signature on file</i>	<i>8/9/2024</i>
_____	_____
President	Date

Revision Notes: Policy in Revision