



**PUEBLO COMMUNITY COLLEGE**

# **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**JULY 1, 2025 – JUNE 30, 2026**

## **TABLE OF CONTENTS**

- A. Introduction
- B. Equal Employment Opportunity
- C. Definitions
- D. Goals and Actions
- E. Responsibility for Implementation
- F. Discussion

## A. Introduction

Pueblo Community College seeks to attract and retain an employee population that creates an inviting and enriching experience for students and employees alike. We also strive to identify and eliminate barriers that hinder the full attainment of that experience.

## B. Equal Employment Opportunity

As one of thirteen colleges in the Colorado Community College System, PCC is guided by System Protocol 3-120a (March 2023) that requires each college to have a designated Equal Employment Opportunity Officer and to establish a written Equal Employment Opportunity Plan ("Plan") that is updated annually. The Vice President of Human Resources is the Equal Employment Opportunity Officer for PCC and is responsible for oversight and enactment of this Plan.

## C. Definitions

Protected Group (or Protected Category) – a group identified in Federal or State law or regulation that specifically prohibits discrimination against, which could apply to ethnicity, race, color, military/veteran status, disability, gender, religion/creed, marital status, pregnancy, or other category.

## D. Goals and Actions

**Goal #1: To have no complaints of discrimination by employees or job seekers** (measured by fiscal year – July-June)

### Actions

- Introduce relevant laws and policies regarding discrimination to employees at New Employee Orientation.
- Conduct supervisor training annually on relevant laws and policies pertaining to discrimination in employment.
- Conduct annual employee training on relevant laws and policies pertaining to discrimination, harassment, and retaliation.
- Thoroughly investigate all complaints of discrimination, harassment, or retaliation by employees or job seekers and enact appropriate corrective actions.

**Goal #2: To identify and resolve recruiting and/or hiring processes that deny equal opportunity to all job applicants.**

### Actions

- Assess data annually pertaining to recruiting and hiring job applicants to identify trends that disadvantage any protected group.

## E. Responsibility for Implementation

The duties of the Vice President of Human Resources include:

- Internal and external dissemination of the Plan.
- Coordination of training to educate employees on the concepts of the Plan.
- Design and implement monitoring and reporting methods that will measure the effectiveness of the Plan and indicate any need for remedial action.

The College recognizes that the cooperation of all employees is required to reach the full potential of this Plan. Therefore, employees are expected to:

- Assist Human Resources in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
- Review the qualifications of employees to ensure that all qualified individuals are given full opportunity for training, transfer, and promotion.
- Distribute job announcements and utilize professional networks to identify and recruit applicants for positions.
- Comply with the Board's policy of equal employment opportunity for all employees and job applicants.
- Act to prevent the harassment of or discrimination against employees or job applicants.

## F. Discussion

Many of the protected categories defined in this Plan are not reported by job applicants or even employees. Most notably are marital status, military/veteran status, disability, religion/creed, pregnancy, and others. Accordingly, the accuracy of data obtained under to this Plan are not always reflective of the true composition of protected groups.