
Equal Employment Opportunity and Advancement Policy

Purpose

Since Vancouver Community College is a workplace that values diversity it hereby establishes employment guidelines to ensure that equal employment is afforded to all employees and those who seek employment at the College.

Policy

It is the policy of Vancouver Community College to provide equal opportunity of employment and advancement for all qualified persons and to achieve an employee profile that reflects the diversity of the community we serve.

This policy applies to every aspect of employment.

Qualifications and appropriate skills to fulfill job requirements will be the main criteria for the hiring or advancement of employees.

Notwithstanding the above, the Equal Employment Opportunity Committee may recommend preferred characteristics for some positions and specific hiring criteria for certain designated positions.

Procedures

All VCC managers, supervisors and employees involved in making hiring and/or advancement recommendations will, within the limits of their responsibilities and with reference to procedural guidelines developed by the Employment Opportunity Committee:

- ! identify and remove any discriminatory barriers which prevent equal access to employment;

- ! take measures to expand the applicant pool to reflect the diversity of the community we serve;
- ! ensure that inclusive interview procedures are followed within the context of this policy.

Responsibilities

Equal Employment Opportunity Committee:

Reporting to the President, the Equal Opportunity Committee has the responsibility to:

- ! recommend measures to ensure this policy is effectively implemented and administered on an ongoing basis;
- ! recommend procedural guidelines to assist in the implementation of this policy;
- ! monitor and evaluate the results through ongoing input and review;
- ! communicate with the College community on the work of the committee;
- ! report, through the College President, to the College Board, at least annually.

Committee Structure:

- one representative from the College Board
- one representative from VCCFA
- one representative from AVCCA
- one representative from CUPE
- one representative from BCNU
- Director of Human Resources
- Human Rights Coordinator
- First Nations Coordinator
- two members of the community the College serves who are experienced in the issues of diversity and whose participation is recommended by the internal members of the Committee and approved by the College President.

Reference

- (1) Section 13 Human Rights Code of B.C.

“Discrimination of Employment ...no person shall refuse to employ or refuse to continue to employ a person or discriminate against a person with respect to employment or any term of condition of employment because of the race, colour, ancestry, place of origin, political belief, religion, martial status, family status, physical or mental disability, sex, sexual orientation or age* of that person or because the person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.”

- (2) Policy on Retirement and Re-employment, B.2.10.
- (3) First Nations Employment Equity Policy
- (4) Selection of Administrators Policy

***other than the provisions within College policy related to retirement and re-employment.**

1. Policy Sponsor: Director, Human Resources

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: