



ESTABLISHED 1979

NAVAJOTECH

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I. PURPOSE

To reaffirm the College's commitment to affirmative action and equal employment opportunity. It is the intent of Navajo Technical College to ensure that all applicable rules and regulations of the Navajo Preference in Employment Act is carried out and enforced as it relates to the Affirmative Action Regulations of the Navajo Nation Tribal Code.

II. POLICY

- A. The Navajo Technical College reaffirms its commitment to equal employment opportunity as stated in its policy of 1979. The College seeks to employ qualified individuals regardless of race, religion, color, sex, national origin, age, marital status, veteran status, or presence of any disability. Equal employment opportunity is considered by the Navajo Technical College to include all aspects of employment, recruitment, selection, hiring, training, promotion, pay benefits, leave transfers, ad terminations. To further equal employment opportunity, all employment decisions will be made on this principle.

The Affirmative Action Program of the College seeks to include protected groups in all categories of its work force and in its education programs. The success of these efforts will benefit employees and enhance the College as an educational and service institution.

Traditionally the best qualified applicants have been hired and promoted. However, Federal Affirmative Action guidelines/interpretations now provide to hiring from a top group of applicants. Therefore, supervisors are encouraged to hire and promote the Colleges' goals to correct under-utilization of minorities and/or women in the College work force. The purpose is to help departments and the College meet their Affirmative Action goals.

- B. Responsibility for equal employment opportunity and affirmative action throughout the College rests with the President. The President has appointed the Director of Human Resources to administer the College Affirmative Action Program. Deans, department heads, and supervisory personnel are directly responsible for the implementation of the College policy and procedures regarding equal opportunity and affirmative action in their units and in meeting affirmative action/equal opportunity commitments.
- C. It is the responsibility of the Director of Human Resources to identify problem areas by organizational departments and job groups; to establish, promote, and encourage progress in meeting affirmative action goals and timetables; to insure compliance with the college policy concerning equal opportunity and affirmative action; and to keep the President appraised.

D. The Navajo Technical College will continue to work cooperatively with appropriate federal and state agencies and community organizations which share its affirmative action and equal employment opportunity objectives.

III. PROCEDURE

Navajo Technical College is an equal opportunity institution providing educational and employment opportunities without regard to race, color, national origin, age, sex, or disability. Inquiries concerning the above, including the application of the Title VI, Title IX, or Sec. 504, may be referred to the College, to Director of Human Resources, P.O. Box 849 Lower Point Road 371 Crownpoint, New Mexico, Ph# 505-786-4110.