

Procedure: 2.1.1p. Statement of Equal Opportunity

Revised:	September 17, 2024; March 10, 2020; January 5, 2018; May 17, 2016; September 6, 2012; February 1, 2007; June 1, 2006; January 17, 2001; and February 3, 1994
Last Reviewed:	May 14, 2025
Adopted:	July 7, 1988



I. PURPOSE

The Technical College System of Georgia prohibits unlawful discrimination, harassment, and retaliation within the System Office, all affiliated Technical Colleges, and any off-site instructional locations based on any characteristic protected by law.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 Powers of Board.
O.C.G.A. § 20-4-14 T.C.S.G. Established; Powers and Duties
TCSG State Board Policy 2.1.1 – Statement of Equal Opportunity
Title IX of the Educational Amendments of 1972
Title VI and Title VII of the Civil Rights Act of 1964, as amended
Age Discrimination in Employment Act of 1967, as amended
Executive Order 11246, as amended
Vietnam Era Veteran's Readjustment Act of 1974, as amended
Section 504 of the Rehabilitation Act of 1973, as amended
Americans with Disabilities Act of 1990, as amended
Equal Pay Act of 1963
Lilly Ledbetter Fair Pay Act of 2009
Georgia Fair Employment Practices Act of 1978, as amended
Immigration Reform and Control Act of 1986
Genetic Information Nondiscrimination Act of 2008. Workforce Innovation and Opportunity Act (W.I.O.A.) of 2014

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

- A. Publications, advertisements, job announcements, and job and enrollment applications shall contain a statement of equal opportunity. They shall contain no explicit or implied indication of a preference for one class of people over another.
- B. Notices shall be conspicuously posted in public places at the System Office and in the Technical College buildings, informing job applicants and employees that the organization is an equal opportunity organization and advising students, applicants, and employees of their rights to notify an appropriate college official, local, state, or federal agency if they believe they have been subjected to unlawful discrimination.
- C. Prior to the beginning of each school year, the college is required to publish the Statement of Equal Opportunity in the local newspaper(s) in the college's service area with a statement that all vocational opportunities will be offered regardless of race, color, national origin, sex, age, or disability. In addition, the notice must include a summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.
- D. Each college shall appoint individuals to function as Coordinators to ensure compliance with federal laws, including but not limited to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, Title VI and Title VII of the Civil Rights Act of 1964, as amended. The names, locations, and contact information for these Coordinators will be widely published in materials/information distributed by colleges.
- E. Employees will be advised of the State Board Policy governing Equal Opportunity and required to acknowledge receipt.
- F. T.C.S.G. and each Technical College shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.
- G. Inquiries concerning the administration of this procedure and other applicable complaint procedures may be addressed to any of the following offices or designated individuals:
 - TCSG Office of Human Resources
 - TCSG Office of Legal Services
 - Title IX Coordinators
 - Coordinators of College Disabilities
 - Office of Human Resources
 - College Veteran's Benefits Coordinators

VII. RECORD RETENTION:

All records about this procedure shall be maintained under the Georgia Records Retention schedule maintained by the Archives of the University System of Georgia. Employee acknowledgments shall be maintained in employees' official personnel files.