General Personnel

Equal Employment Opportunity and Minority Recruitment

NKEC shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

<u>Administrative Implementation</u>

The CEO or designee shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the NKEC's nondiscrimination efforts. The Nondiscrimination Coordinator may be the CEO or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the NKEC's Title IX Coordinator.

The CEO or designee shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Karissa Munger
Name
840 Campus Drive
Address
Kmunger@clcsstaff.org
Email
(847) 648-9700
Telephone

Complaint Managers:

Karissa Munger
Name
840 Campus Drive
Address
Kmunger@clcsstaff.org
Email
(847) 648-9700
Telephone

Alicia Parker
Name
840 Campus Drive
Address
aparker@clcsstaff.org
Email
(847) 648-9700
Telephone

The CEO or designee shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

NKEC will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit NKEC to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

Legal Reference: 8 U.S.C. §1324a etseq., Immigration Reform and Control Act.

20 U.S.C. §1681 etseq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 etseq., Age Discrimination in Employment Act.

29 U.S.C. §701 etseq., Rehabilitation Act of 1973.

38 U.S.C. §4301 etseq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 etseq., Civil Rights Act of 1991.

42 U.S.C. §2000e etseq., Title VII of the Civil Rights Act of 1964;29 C.F.R. Part 1601.

42 U.S.C. §2000ff etseq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d etseq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 etseq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103,5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D)and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

Revised: March 8, 2023.

Board Adoption Date: April 10, 2023.