



**Human Resources Department**  
70 Sip Avenue, 3<sup>rd</sup> Floor,  
Jersey City, NJ -07306  
201-360-4070  
Fax: 201-714-2509

---

## ACKNOWLEDGEMENT OF RECEIPT

---

I acknowledge receipt of Hudson County Community College's  
Employee Handbook.

---

Date

---

Employee Signature

---

Employee (Print Name)

**EXHIBIT A**  
**RECEIPT AND ACKNOWLEDGEMENT OF THE**  
**NON- DISCRIMINATION/ANTI-HARRSEMENT POLICY**

Subject to the terms of my employment or association with the college, I hereby acknowledge receipt of and compliance with the Non-Discrimination/Anti-Harassment policy of the Hudson County Community College.

---

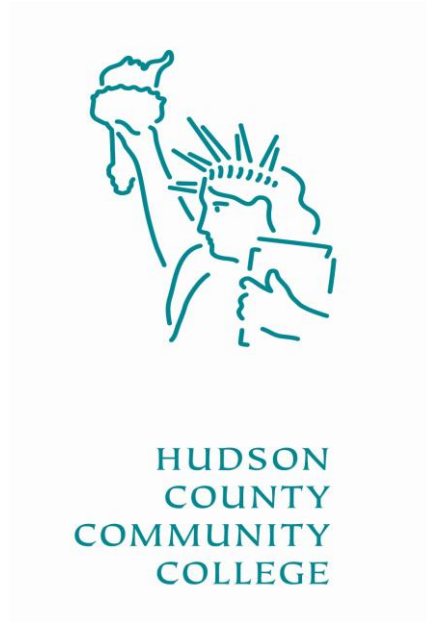
Name (Print &Signature)

---

Date

---

Position



**HUDSONCOUNTYCOMMUNITY COLLEGE**  
**NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**

Human Resources Department: Policies and Procedures  
Effective August 13, 2019

## **HCCC NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**

### **POLICY:**

Hudson County Community College (hereinafter referred to as the "College ") has a strong commitment to provide a work environment free from unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers (collectively the "protected classifications"). The College will not tolerate unlawful harassment. Acts or incidents of unlawful harassment should be promptly reported in accordance with the procedures outlined below. The College will promptly investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

### **PURPOSE:**

To ensure all employees of the College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

### **PROVISIONS:**

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:

- Unwelcome remarks and actions based on the protected classifications. This may include, but is not limited to, inappropriate jokes, comments or posted materials.
- Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.
- Bullying, verbal, physical, written or cyber forms of intimidation, aggressive behavior.
- Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.
- Engaging in a negative tangible employment action based upon the protected classifications.
- Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.

2. **Sexual Harassment:** An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is different from sexual attraction or flirtation. Sexual harassment is unwelcome sexual attention which is demeaning and causes the recipient distress. Sexual harassment does not refer to occasional inoffensive compliments. However, comments or behavior which may be intended to be complimentary may be viewed by the recipient as unwelcome and a form of sexual harassment.

**3. Supervisory Personnel:** Every supervisor is responsible for preventing and reporting unlawful harassment. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and managers whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different rank.

**4. Complaint Procedure:** Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should promptly report the incident directly to the Compliance Officer, Vivyen Ray. The designated alternate Compliance Officer is YeurysPujols. In the Compliance Officer's absence, or if circumstances prevent reporting the incident to the Compliance Officer, the employee can report the complaint to the alternate Compliance Officer. If circumstances prevent reporting the incident to the Compliance Officer or the alternate Compliance Officer, the employee can report the incident directly to the President of the College. A complaint of harassment under this Policy shall be investigated in a timely manner by an individual designated by the Compliance Officer or the President.

The College President will report to the Board of Trustees on an annual basis the name of the designated Compliance Officer, who will be required to report directly to the President.

A. The complaint filed must include the following information:

- (1) The name and department of the complainant;
- (2) The name and department of the charged party;
- (3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and
- (4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.

B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.

C. The initial complaint may be made orally or in writing. If the complaint is made orally, the Compliance Officer or the alternate shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.

**5. Investigation Procedure:** Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include

being suspended without pay pending any required hearing, a written warning, suspension, demotion, and/or termination of employment.

**6. Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

**7. Liability:** Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.

**8. False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

Any employee with questions regarding the College's Harassment Policy may contact the Compliance Officer.

## **ACKNOWLEDGEMENT FORM**

*As it is the duty and obligation of each trustee, officer and employee of the College to comply with this Non-Discrimination/Anti-Harassment Policy, it shall be required of each of the above to complete an acknowledgement form, attached hereto as Exhibit A, to be maintained by the Compliance Officer of the Hudson County Community College for each officer or employee, indicating receipt of and compliance with the College's Non-Discrimination/Anti-Harassment Policy.*

**EXHIBIT A**  
**RECEIPT AND ACKNOWLEDGEMENT OF THE**  
**CODE OF ETHICS**

Subject to the terms of my employment or association with the college, I hereby acknowledge receipt of and compliance with the Code of Ethics of the Hudson County Community College.

---

Name (Print &Signature)

---

Date

---

Position





HUDSON  
COUNTY  
COMMUNITY  
COLLEGE

**HUDSON COUNTY COMMUNITY COLLEGE**

**CODE OF ETHICS**

**TRUSTEES, OFFICERS AND EMPLOYEES**

Human Resources Department: Policies and Procedures  
Effective: June 10, 2009

## **ARTICLE I**

### **STATEMENT OF PURPOSE**

It is essential that the conduct of trustees, officers and employees of the Hudson County Community College (the "College") hold the respect and confidence of its students, the County of Hudson, the State of New Jersey and the educational community at every level. The trustees, officers and employees of the College must, therefore, avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated.

This Code of Ethics is intended to recognize that the citizens of this community have a vested interest in the reputation and goodwill of the College, and as such the Code of Ethics is intended to protect this interest.

To ensure propriety and preserve the public confidence, trustees, officers and employees of the College shall have the benefit of specific standards to guide their conduct and a mechanism to ensure the uniform compliance of these standards.

**HUDSON COUNTY COMMUNITY COLLEGE  
REVISED CODE OF ETHICS**

June 2009

**ARTICLE II: CODE OF ETHICS FOR COLLEGE TRUSTEES**

**1. Application**

Article II of this code of ethics is applicable to members of the board of trustees of the Hudson County Community College.

**2. Definitions**

When used in this Article II, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the board of trustees of the Hudson County Community College.

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

“Employee” means any person compensated for full or part time employment services rendered to the College.

“Immediate family member” means the spouse, natural or adopted child, step-child, grandchild, parent, or sibling of the trustee.

“Interest” means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to a trustee or to an immediate family member of a trustee, either singly, or in affiliation with, any person or party as defined herein.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

**3. Standards of ethics**

(a) No trustee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the trustee’s duties to the College.

(b) No trustee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.

(c) No trustee shall act in his or her official capacity in any College matter in which the trustee or an immediate family member of the trustee has a direct or indirect financial interest that might reasonably be expected to impair the trustee's objectivity or independence of judgment.

(d) No trustee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the trustee's objectivity or independence of judgment in the exercise of his or her official duties to the College.

(e) No trustee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the trustee knows or has reason to believe, is offered for the purpose of influencing the trustee in the discharge of his or her duties as trustee.

(f) No trustee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the trustee's acts, that he or she may be engaged in conduct violative of his or her trust as a public official.

(g) No trustee, nor any member or employee of a firm or corporation with which the trustee is affiliated, shall appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or in any cause or proceeding involving the College.

(h) No trustee shall use, or allow to be used, his or her public office or any information not generally available to members of the public, which the trustee receives in the course of or by reason of the trustee's office, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the trustee is associated.

(i) A trustee should devote time, thought and study to the duties and responsibilities of a College trustee so as to render effective and creditable service.

(j) As an individual, a trustee has no legal authority outside of the meetings of the Board and should conduct himself or herself accordingly with the College staff, local citizens, and all facets of the local community.

(k) An important function of the Board is to establish the policies and the goals of the College and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals. However, trustees should leave the conduct of the educational program and the College's business to the President and administration of the College.

(l) No trustee of the College shall, during his or her tenure at the College or for a period of one year next subsequent to the termination of the office of that trustee:

- (1) be awarded any contract which is not publicly bid;

(2) allow a former trustee appear to represent, or negotiate on behalf of, any other party before the College; or

(3) employ for compensation any former trustee of the College

(m) No trustee, who is a voting member of the board, shall be eligible to accept employment as an employee of the College for a period of two years following resignation or expiration of his term.

#### **4. Disclosure of potential conflict**

(a) At first knowledge of a transaction involving the College that reasonably could give rise to a conflict of interest, a trustee shall disclose to the Board the precise nature of the interest or involvement of the trustee or the trustee's immediate family member in any College matter to be considered by the Board or College administration.

(b) Upon notification of the appointment or reappointment of a trustee, the President of the College shall provide the trustee with a copy of this code of ethics. Within thirty (30) days after the organizational meeting of the Board, each trustee shall file with the secretary of the Board, a form of statement specified by the Board which discloses the nature of any financial interest or business relationship which the trustee has which relates to the College or which the trustee is otherwise required to disclose.

#### **5. Enforcement**

Violations of this code of ethics may constitute cause for removal of a trustee pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board to be appropriate.

## ARTICLE III: CODE OF ETHICS FOR COLLEGE EMPLOYEES

### 1. Application

Article III of this code of ethics is applicable to employees paid from Federal, State, County or College funds and who are employed by Hudson County Community College.

### 2. Definitions

When used in this Article III, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the board of trustees of HudsonCountyCommunity College.

“College” means HudsonCountyCommunity College.

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

“Continuing outside employment” means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

(a) A full or part time teaching assignment at another educational institution except for a single or limited number of guest lectures.

(b) A clinical or professional practice (for example, in a clinical psychology or law).

(c) Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.

(d) Operation or management of, or employment in any business enterprise.

“Employee” means any person compensated for full or part time employment services rendered to the College.

“Immediate family member” means the spouse, natural or adopted child, step-child, grandchild, parent, or sibling of the employee.

“Interest” means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with, any person or party as defined herein.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

### **3. Standards of ethics**

(a) No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee’s duties to the College.

(b) No employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.

(c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee’s objectivity or independence of judgment.

(d) No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee’s objectivity or independence of judgment in the exercise of his or her official duties to the College.

(e) No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the employee in the discharge of his or her duties to the College.

(f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee’s acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.

(g) No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.

(h) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee’s office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.

(i) No employee shall engage in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.

(j) Full-time employees must consider the College their primary employer. As such, they must be available and able to perform all of the duties required of their position as outlined in existing job descriptions. Outside employment must not interfere with an employee's job hours and/or performance.

#### **4. Reporting continuing outside employment**

(a) An employee of the College who obtains outside employment as defined in Section 2 shall inform the Director of Human Resources of such employment, in writing, within sixty (60) days.

(b) The reporting of outside employment shall be made by completing the form prescribed by the College. The form shall contain sufficient specific information to allow the Director of Human Resources to determine the times when the employee intends to engage in outside employment and that the outside employment will not:

i. constitute a conflict of interest; and/or

ii. occur at a time when the employee is expected to perform his or her assigned duties;

(c) The information on the form shall contain the following:

i. Name of employee;

ii. The dates and hours the planned continuing outside employment will be performed;

iii. Name and address of part-time employer;

iv. Type of part-time work to be performed



## **5. Permissible Outside Employment**

(a) This code of ethics shall not preclude outside employment undertaken by an employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.

(b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 provided that same is reported as required by section 4 of this code of ethics.

**ARTICLE IV**  
**ACKNOWLEDGEMENT FORM**

As it is the duty and obligation of each trustee, officer and employee of the College to comply with this Code of Ethics, it shall be required of each of the above to complete an acknowledgement form, attached hereto as Exhibit A, to be maintained by the Office of the President for a trustee and by personnel for each officer or employee, indicating receipt of and compliance with the College's Code of Ethics.

**Right to Be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or  
Other Terms and Conditions of Employment**

This is to acknowledge that I have received/ provided with a written copy of the New Jersey Department of Labor and Workforce Development gender equity notice. Please sign and date on lines below. By doing so you acknowledge that you have received the gender equity notice and that you have read and understand it.

---

PRINT (FULL NAME)

---

SIGNATURE

---

POSITION

---

DATE

## Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.

### FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at [www.eeoc.gov](http://www.eeoc.gov)

### NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at [www.njcivilrights.gov](http://www.njcivilrights.gov) For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>

**RECEIPT AND ACKNOWLEDGEMENT OF THE  
DRUG AND ALCOHOL FREE WORKPLACE POLICY**

The undersigned acknowledges receipt of above policy and promise to abide by the terms thereof.

---

Name (Print &Signature)

---

Date

---

Position



HUDSON  
COUNTY  
COMMUNITY  
COLLEGE

**HUDSONCOUNTYCOMMUNITY COLLEGE**

**DRUG AND ALCOHOL FREE WORKPLACE POLICY**

Human Resources Department: Policies and Procedures

# DRUG AND ALCOHOL FREE WORKPLACE POLICY

## DRUG AND ALCOHOL FREE WORKPLACE REQUIREMENTS

REFERENCE: Drug Free Workplace Act of 1988  
(41 U.S.C. 701)  
Drug Free Schools and Communities Act,  
Amendments of 1989  
(20 U.S.C. 1145q)

PROLOGUE: Effective March 18, 1989, the Drug Free Workplace Act requires that all employees who receive grants from and/or contracts with federal agencies certify that certain federally mandated procedures have been implemented to ensure a “drug free” workplace for college employees. Institutions failing to certify that such procedures have been implemented will be subject to sanctions, including possibly being declared ineligible to receive further federal funding for any purpose.

Effective December 12, 1989, the amendments to the DrugFreeSchools and Communities Act require institutions of higher education that receive financial assistance under any federal program including participation in any federally funded or guaranteed student loan program to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by employees. Failure to do so shall render the institution ineligible to receive financial assistance.

DETAIL: A. Definition

1. “Drugs” as defined in the Drug-Free Workplace Act include all illegally obtained prescription drugs and those controlled substances commonly known as “street drugs”. For the purpose of this policy, all such drugs are collectively termed “illicit substances”.

B. Prohibition

1. The unlawful manufacture, distribution, dispensation, possession, or use of an illicit substance and alcohol are expressly prohibited on the property of Hudson County Community College (HCCC).

C. Actions against Employees for Violations

1. Any employee convicted of selling or using an illicit substance or alcohol on the property of HCCC shall be subject to disciplinary actions up to and including dismissal from employment at HCCC.

D. Drug Free Awareness Program

1. All employees of HCCC shall be informed about the dangers of drug and alcohol abuse in the workplace, the college’s commitment to maintaining a drug and alcohol free

environment, locally available drug and alcohol counseling and rehabilitation services, and penalties for non-compliance with provisions as specified in this policy.

- a. All employees shall receive information relating to the hazards of drug and alcohol abuse in the workplace. New employees should receive such information during their first day of employment.
- b. All employees shall also receive copies of this policy, which reaffirms HCCC's commitment to maintain a drug and alcohol free workplace.
- c. Although HCCC has no on-campus resources for counseling and treating employees with drug or alcohol problems, the Assistant Dean of Student Services shall be available to employees during regular office hours to confidentially provide listings of approved area drug and alcohol counseling and rehabilitation services.

#### E. Notifying Employer of Drug Conviction

1. Any employee convicted of a drug or alcohol related offense occurring in the workplace must notify the President in writing no later than five (5) days after such conviction.

#### F. Notification of Federal Granting Agency

1. If an employee working on a federal contract or on a federal grant is convicted of a drug or alcohol related offense occurring in the workplace, HCCC will notify the appropriate federal granting agency no later than ten (10) days after receiving notice of such a conviction.

#### G. Review of Policy

1. HCCC shall conduct a biennial review of the within policy to determine its effectiveness and implement changes to the policy if they are needed and to ensure that sanctions are consistently enforced in accordance with the applicable provisions of the law.
2. HCCC shall maintain a procedure to distribute annually to all employees a statement of compliance in accordance with the applicable provisions of the law.





HUDSON  
COUNTY  
COMMUNITY  
COLLEGE

**HUDSONCOUNTYCOMMUNITY COLLEGE**

**AFFIRMATIVE ACTION/  
EQUAL EMPLOYMENT OPPORTUNITYPOLICY**

Human Resources Department: Policies and Procedures

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, age in its programs or activities or union membership. Equal access to employment opportunities, vocational opportunities and educational programs is extended to all qualified persons.

Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force.

HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

Any employee with questions regarding the College's Affirmative Action /Equal Employment Opportunity may contact the Human Resources Department located at 70 Sip Avenue, 3<sup>rd</sup> Floor, Jersey City, NJ 07306 at 201-360-4070.



**HUDSONCOUNTYCOMMUNITY COLLEGE**  
**ANTI-NEPOTISM POLICY**

Human Resources Department: Policies and Procedures

## **ANTI-NEPOTISM POLICY**

HudsonCountyCommunity College (the “College”) has a strong commitment to hire and retain qualified employees. In order to promote this purpose, the College has instituted this policy.

The College prohibits the hiring of any applicant who would be directly or indirectly supervised by a relative. For the purpose of this policy, relatives include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandchildren, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, cousin, nephew, niece or any other person who occupies such a position in the family, or a person living in the same household.

To alleviate potential conflict, an employee who has the power to appoint, reappoint, or confirm the appointment or reappointment of, approve a change in status of, evaluate performance for salary increment, promotion, or dismissal of subordinates or subordinates of subordinates, may not hire, supervise, or otherwise manage relatives in the same unit or division where a conflict may exist. No employee may refer a relative directly for a job vacancy; however, the employee may inform a relative about the application process for a position listed on [jobs@hccc.edu](mailto:jobs@hccc.edu) .

If during the course of employment at the College, any employees become related, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable. Nothing in this policy shall preclude a member of the immediate family of a supervisor from being employed in an area not supervised directly or indirectly by that supervisor. An employee who uses his/her influence to interfere with the supervision of a relative in another department and who knowingly or unknowingly shares confidential information with a relative in another department will be in violation of the Nepotism Policy.