

**Sussex County Community College**  
**Policy No.: 200.13**  
**Area: Human Resources**  
**Adopted: March 29, 2016**  
**Re-adopted: January 28, 2020**

**200.13 Employment Practices Policy**

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**PURPOSE OF POLICY**

The purpose of this policy is to ensure the employment of competent individuals occurs efficiently and within budgetary guidelines and provides equal access to all employment opportunities to all applicants. The Human Resources Department (“HR”) is responsible for ensuring the compliance of Sussex County Community College (“College”) with the provisions of the New Jersey First Act.

**GENERAL STATEMENT OF EMPLOYMENT PRACTICES**

All College hiring practices, including the scheduling and conducting of the interview process, will provide equal opportunity to all persons, regardless of gender/gender-identity, sex, race or ethnicity, color, national origin, religion, age, disability, veteran’s status, genetic information, family or marital status, sexual orientation, or any other protected class. Applicants will be evaluated by verification of credentials, education, experience and abilities related to the requirements of the position and as determined by interviews and references.