

General NMJC Policies

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Applicability - These policies apply to recruitment, admission, extracurricular and co-curricular activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletic programs for students. These policies also apply to the recruitment, hiring, training and promotion of NMJC employees (faculty, staff, and students) and to all other terms and conditions of employment. NMJC strives to establish procedures, which assure equal treatment and access to all programs, facilities and services.

NMJC policies regarding Equal Opportunity, Affirmative Action, discrimination, reasonable accommodations, sexual harassment, and other related subjects listed above can be viewed on the website under Consumer Information Disclosures, https://www.nmjc.edu/about/consumer_information/index.aspx

Anti-Harassment

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. NMJC prohibits harassment of employees and students on the basis of race, color, religion, national origin, ancestry, physical or mental disability, pregnancy, age, sex, sexual preference, gender identity, spousal affiliation, veteran status, genetic information, or other characteristics protected by applicable law. NMJC makes special efforts to eliminate both overt and subtle forms of sexual harassment.

Non-Discrimination, Equal Education Opportunity, Equal Employment Opportunity

New Mexico Junior College (NMJC) does not discriminate on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation (including perceived sexual orientation), gender identity, marital status, spousal affiliation, disability (physical or mental), serious medical condition, age (40 and older), genetic information or veteran status or any other legally protected categories, classes or characteristics. NMJC is committed to ensuring persons of all these protected classes will have access to NMJC's programs, facilities, and employment.

ADA Compliance and Reasonable Accommodation

NMJC is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). NMJC makes reasonable accommodation to the religious observances and practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of NMJC. Qualified students, employees or program users with disabilities should contact the Office of Human Resources or Student Accessibility Services for information regarding accommodations in the employment and/or academic setting. To comply with the ADA and the Rehabilitation Act of 1973, NMJC provides the information in this publication in alternative formats. To request an alternate format, please contact Student Accessibility Services in the Ben Alexander Student Learning Center.

Reporting

Inquiries regarding compliance for employment matters may be directed to:

Scotty Holloman
General Counsel/Executive Director of Administrative Services John Shepherd Administration Building
New Mexico Junior College
1 Thunderbird Circle, Hobbs, New Mexico 88240

All other inquiries regarding compliance in all other areas may be directed to:

Cathy Mitchell
Vice President for Student Services Ben Alexander Student Center
New Mexico Junior College
1 Thunderbird Circle, Hobbs, New Mexico 88240

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Directions for Correspondence

All departments of NMJC receive mail through a central post office. Address any correspondence to a specific department or individual as follows:

(Name of Individual and Department)
New Mexico Junior College
1 Thunderbird Circle
Hobbs, New Mexico 88240

For information or assistance, contact the NMJC Helpdesk at 575-392-2577 or AskNMJC@NMJC.edu. NMJC office hours are, in general, 8:00 a.m. to 5:00 p.m. Monday through Friday.