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4.005 Affirmative Action and Equal Employment Opportunity Policy

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Affirmative Action and Equal Employment Opportunity Policy Policy 4.005	
Human Resource Policies		Effective date: February 27, 2010	
Policy History:	Approved by:	Resolution	Date
	Board of Governors	2.27.10:19	February 27, 2010
Revised:	Chancellor	N/A	September 6, 2011
	Chancellor	N/A	November 15, 2013
	Chancellor	N/A	June 20, 2016
	Office of University Counsel	N/A	May 12, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

I. Equal Employment Opportunity Policy Statement

Antioch University (“AU” or the “University”) is proud to foster an environment in which all individuals are treated with respect and dignity. AU is fully committed to equal opportunity and affirmative action in all aspects of employment and student services. All employment decisions at AU are based on job-related criteria and merit without regard to the individual’s legally protected status.

It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification. It is the policy of the University to analyze all areas of its employment process to further the principles of equal opportunity employment.

This policy applies to all employment practices, including, but not limited to, recruitment selection, promotion, transfer, compensation, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

II. Affirmative Action Policy Statement

AU believes that a diverse workforce and an environment committed to sharing ideas and values among ethnic, gender, and other protected groups builds a successful campus experience for both students and faculty. AU will take affirmative action to assure equal access to employment opportunities to all persons based on individual merit, interest, and job-related qualifications, including but not limited to, women, minorities, and persons with disabilities to the full extent permitted by law. AU will strive to hire the most qualified candidates from a diverse pool of applicants in order to further the goals of the institution.

Equal access to employment opportunities requires a periodic review of selection procedures to identify and remove artificial barriers to employment opportunities for qualified persons in legally protected classifications. In addition, each employee or applicant shall receive individualized consideration when being considered for employment or retention. Personnel matters, such as, retention, promotion, transfer, demotion, discipline, compensation, access to training and benefits, and *etc.* will also be made in accordance with these policies.

As part of its recruitment efforts, AU will increase its outreach to professional organizations and associations that focus on underrepresented individuals. AU will also identify and target diversity driven job placement sites when posting announcements and job vacancies to broaden its applicant pool.

III. Dissemination of Policy

A. Internal Dissemination

AU will continue to make its affirmative action and equal employment opportunity policy known internally by:

1. Posting a policy statement on appropriate locations at each campus or facility. **See Appendix 1.**
2. Including the policy in AU's policy repository.
3. Conducting meetings with executive, management, and supervisory personnel to explain the intent of the policy, the Board's and Chancellor's commitment, and individual responsibilities for effective implementation.

4. Picturing both minority and non-minority men and women in any publications in which employees are featured
5. Making current employees aware of the existence of the Affirmative Action Program.

B. External Dissemination

AU will make its policy known externally by:

1. Incorporating the Affirmative Action/Equal Employment Opportunity (AA/EEO) Policy in the University's website(s).
2. Informing all recruiting sources in writing of the AU policy, stipulating that the sources actively recruit and refer women and minorities for all positions for which they refer applicants.
3. Showing both minority and non-minority men and women if employees are pictured in help-wanted or other advertising.
4. Including a legend in all solicitations and job advertising that AU is "An Affirmative Action/Equal Opportunity Employer. It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, and veteran status."
5. Copies of this Affirmative Action/ Equal Employment Opportunity Plan shall be made available to any interested person upon request to the Affirmative Action/Equal Employment Opportunity Officer ("AA/EEO Officer") at each facility.

IV. Compliance with Anti-Discrimination Laws

AU recognizes its obligation to comply with the provisions of the Equal Opportunity Employment Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*); the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 623 *et seq.*); the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 *et seq.*); the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 1201 *et seq.*); and all applicable state laws that prohibit discrimination and harassment in employment.

V. Affirmative Action and Outreach

Positions that will be filled internally by transfer or promotion are posted or announced only internally. Other positions shall be posted internally as well as posted externally through the local newspapers, internet job sites, and/or any other promising recruiting sources compatible with EEO. As part of the University's efforts to identify qualified minority and women applicants, it will take the following Affirmative Actions and outreach.

- A. The AA/EEO Officer or Deputy AA/EEO Officers must be consulted and give approval prior to the commencement of recruitment for any new position or for any replacement. They are responsible for contacting the selecting department to carefully review the job specifications before posting, to ensure that they are congruent with the written position description on file and are otherwise job related. They shall make sure that the opening is properly posted in accordance with AA/EEO policies.
- B. All position descriptions shall be reviewed periodically, with changes made where necessary, to accurately reflect current job duties. Position descriptions establish job-related and non-discriminatory requirements. The University does not have written position descriptions for some positions, there being no legal requirement to do so. However, when recruiting for a vacancy, the position specifications for that job and that particular vacancy shall be thoroughly reviewed to ensure that they are accurate, job-related, and non-discriminatory.
- C. There shall be no job titles that could be perceived as evidencing a preference for one gender or another.
- D. Copies of all job postings shall be sent to those local organizations identified as providing placement and job counseling services for minorities and women. Such organizations shall be encouraged to refer qualified women and minority applicants. Copies of such notices shall be maintained with the job posting file.
- E. Advertise in help wanted sections of minority and women's interest media.
- F. The University will include minority and female members of the work force in any recruiting brochures which pictorially present work situations.

VI. Designation of Responsibility for Compliance

A. AA/EEO Officer Responsibilities

In discharging these responsibilities, the AA/EEO Officer and Deputy AA/EEO Officers rely on the assistance as well as the resources of the University central office. He / she ensures, for example:

1. Postings of employment opportunities are in accordance with University policy.
2. Updated lists are maintained on such campus or other offices of organizations serving minorities, women and veterans with who outreach services will be coordinated.
3. Recruitment, including affirmative outreach as appropriate, of potential applicants is without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.
4. Managers and supervisors understand they are responsible for and will be held accountable for making all employment decisions in accordance with University policy and without regard to unlawful factors.
5. AU uses only job related criteria for selection for hire, promotion, transfer, training, compensation and all other employment opportunities.
6. There is identification of potential problem areas or investigation and response to potential problem areas identified by employees.
7. There is technical compliance; for example, the proper display of EEO posters and University EEO policy statements.
8. Facilities that the University maintains for the use and benefit of its employees are, in fact, desegregated, both in policy and in use, and that facilities such as rest rooms are comparable for both sexes.
9. All employees, including minority and female employees, are encouraged to participate in all University-sponsored educational, training, recreational, and social activities.
10. AU prohibits and prevents harassment of employees on account of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.

B. University AA/EEO Officer

The University's Vice Chancellor Finance / CFO shall be the University's AA/EEO Officer and among other responsibilities, shall have ultimate and overall responsibility for the implementation of equal employment opportunity and the affirmative action program. He/she has the authority and the resources to ensure effective implementation. He/she reports to and has access to and the support of top management. He/she is accountable for compliance with all federal and state equal employment opportunity laws and policies, and all University policies, procedures and practices with respect to affirmative recruitment, non-discriminatory selection, record-keeping, and reporting on compliance activities to the campus Provosts and / or University Chancellor.

University AA/EEO Officer	Name	Telephone Number	Mailing Address	E-mail Address
University-wide	Allan Gozum	937-769-1304	Antioch University 900 Dayton Street Yellow Springs, OH 45387	agozum@antioch.edu

C. Deputy AA/EEO Officers

By delegation, the Regional Chief Financial Officers (“RCFO”) are the Deputy Affirmative Action/Equal Employment Opportunity Officers (“Deputy AA/EEO Officers”) who are responsible for the AU campuses as indicated in the table below. Therefore, violations of this policy may also be brought to the attention of the appropriate campus Deputy AA/EEO Officer for investigation and remediation.

Deputy AA/EEO Officers	Name	Telephone Number	Mailing Address	E-mail Address
AU Los Angeles AU Santa Barbara, AU Seattle	David Houser	310/578-1080 Ext. 417	AU Los Angeles 400 Corporate Pointe Los Angeles, CA 90230-7615	dhouser@antioch.edu
AU Midwest AU New England	Barbara Stewart	937-769-1863	AU Midwest 900 Dayton Street Yellow Springs, OH 45387	bstewart@antioch.edu

D. Other Reporting Avenues

Sometimes it’s not practical to report a violation to the University AA/EEO Officer or Deputy AA/EEO Officer of a particular campus when, for example, the alleged incident involves that administrator or when it is perceived that the designated AA/EEO Officer or Deputy AA/EEO Officer may not be impartial or would have a conflict of interest. Regardless of the reason, a student or employee may alternatively report a violation of this policy to either of the individuals named below by filing a complaint in accordance with the **Discrimination Complaint Policy # 4.619, using Form # 4.619:01 Discrimination Complaint Form.**

	Name	Telephone Number	Mailing Address	E-mail address
University-wide	Suzette Castonguay, Director Of University Human Resources	937-769-1375	Antioch University 900 Dayton Street Yellow Springs, OH 45387	scastonguay@antioch.edu
University-wide	Rebecca Todd, Associate University Counsel	603-277-0131	Antioch University 40 Avon Street Keene, NH 03431	rtodd@antioch.edu

VII. Non-Harassment and Non-Retaliation

AU expects employees to maintain a work environment in which people are treated with dignity, decency, and respect. As such, AU prohibits employees from engaging in any form of racial, religious, or sexual harassment, or any harassment based upon an individual's membership or perceived membership, in a legally protected classification. This policy supplements all other University policies that address non-discrimination, non-harassment, and other unprofessional conduct.

Employees and applicants can raise concerns and make reports under this policy without fear of reprisal or retaliation.

VIII. Discrimination Complaint Procedure

If you believe that you have been harassed or treated unfairly based on your membership in a legally protected classification in violation of this policy, you have the right to file a complaint with the AA/EEO Officer, Deputy AA/EEO Officer at your campus, or the University-wide Director of Human Resources or Associate University Counsel by using the **Discrimination Complaint Form #4.619:01**. See **Discrimination Complaint Procedure Policy #4.619**. This process is an internal procedure that is separate from your rights to file complaints with any state or federal agency.

All allegations of discrimination and/or harassment will be investigated in as confidential a manner as is compatible with a thorough investigation. The AA/EEO Officer will determine the appropriate course of action with respect to the complaint(s) received, including, in appropriate cases, a full investigation of the complaint.

Policy Cross References

Discrimination Complaint Procedure	Policy # 4.619
Hiring and Search Committee Policy	Policy # 4.103

Form Cross Reference

Discrimination Complaint Form	Form # 4.619:01
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Antioch University's Affirmative Action and Equal Employment Opportunity Plan does not constitute an express or implied contract between Antioch University and its employees, job applicants, or other persons.

Appendix 1

AFFIRMATIVE ACTION & EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. AFFIRMATIVE ACTION POLICY STATEMENT

Antioch University (“AU” or the “University”) believes that a diverse workforce and an environment committed to sharing ideas and values among ethnic, gender, and other protected groups builds upon a successful campus experience for both students and faculty. AU will take affirmative action to assure equal access to employment opportunities to all persons based on individual merit, interest, and job related qualifications, including but not limited to, women, minorities, persons with disabilities to the full extent permitted by law. AU will strive to hire the most qualified candidates from a diverse pool of applicants in order to further the goals of the institution.

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For more information see the University’s full policy on Affirmative Action and Equal Employment Opportunity Policy # 4.005.

II. EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, military and veteran status, or any other protected classification. It is the policy of the University to analyze all areas of its employment process to further the principles of equal opportunity employment.

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