

Procedure No. - 20.000

EQUAL EMPLOYMENT OPPORTUNITY

Date Issued - 5/30/91

Date Effective - 6/1/91

Issued By: - Human Resources

Purpose: To provide guidelines for Equal Employment Opportunity by means of the Affirmative Action Program.

Background of Policy Statement:

It has been the established policy of the University to utilize our available human resources effectively by selecting the best-qualified person for the job. We have always given appropriate attention to such factors as educational background, previous experience, proven skills, desirable character traits, and growth potential. The personnel hired and promoted in the past, along with those to be hired and promoted in the future, have been, and will continue to be, selected from all applicants on the basis of qualifications felt essential for an employee to perform well. These include such factors as ability, availability, capability, aptitude, experience, education, health, and a willingness to work and serve.

Since the objective of this policy is to use all qualified available human resources to the fullest, it is essential we administer this policy in such a manner as not to discriminate against any person, employee, or job applicant because of race, color, religion, sex, age, national origin, qualified handicap, sexual orientation, or lifestyle.

It is the policy of the University to offer equal employment opportunity to all persons without regard to race, color, religion, sex, age, national origin, qualified handicap, affectional or sexual preference, or lifestyle. No job is to be discriminated against because of these factors.

This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, and all other privileges, terms, and conditions of employment. Our Affirmative Action Program will communicate the important guidelines and procedures that will be followed in providing equal employment and advancement opportunities on the basis of individual qualifications and job performance.

Recruitment:

Recruitment will be on the basis of qualifications only, without regard to race, color, religion, sex, age, national origin, or qualified handicap. All employment sources, including private employment agencies, state employment services, etc., shall be advised of our nondiscriminatory policy.

When employment advertisements are to be placed in the news media, include those serving minority and female groups as well as those with broad distribution. All employment advertisements shall identify the University as an "Equal Opportunity Employer."

Placement:

There shall be no discrimination because of race, color, religion, sex, age, national origin, or qualified handicap at any time. Any application forms are to be periodically reviewed to insure a continued compliance with federal and state laws in regard to interviewing, selection, testing, procedures, and sound business practices.

Promotion, Demotion:

The University will provide promotional and upgrading opportunities to all qualified minority and female group employees by the following action:

1. Criteria shall be solely based on the employee's ability, physical fitness, length of continuous service, etc., without regard to race, color, religion, sex, national origin, qualified handicap, affectional or sexual preference, or lifestyle.
2. During performance review, communicate to minority and female group members the policy of promoting qualified employees from within.
3. Brief supervisors at all levels of management. Tell them that the University intends to insure utilization of qualified minority groups and female personnel at all job levels.
4. Review objectively all qualifications of all candidates for promotions from within

5. Employees failing to qualify for upgrading and promotion shall be encouraged to improve their development by taking advantage of any training programs made available to them by the University and/or government and community agencies specifically geared to improving skill level and education.

Layoffs & Terminations:

When necessary to reduce the work force, layoffs or recalls will be made without regard to race, color, religion, sex, age, national origin, qualified handicap, affectional or sexual preference, or lifestyle. When it becomes necessary to terminate any employees, such termination will be for cause, without unlawful discrimination.

Compensation & Employee Benefits:

The University will pay personnel fairly according to their job classification. University-supported benefit programs for employees will be made equally available to all personnel without unlawful discrimination.

Training:

The University shall make any tuition reimbursement and training programs available to those desiring training and shall adequately communicate to all employees and potential employees the availability of this training in a nondiscriminatory manner. Those not qualifying for our training opportunity because of deficiencies in previous training or education shall be encouraged to participate in developmental programs.

Communication of EEOC Policies:

The University will take appropriate steps to insure that all personnel know of our sincere desire to support and take affirmative action toward providing equal employment opportunity such as the following:

1. Bulletin boards showing official EEOC posters and University EEO policy
2. Employee Handbook
3. Supervisor's Manual

4. Supervisory-employee meetings
5. Supervisory-staff meetings
6. Facilities and Activities

Goals and Audit:

Goals of achievement and advancement shall be established and an annual audit of the status of these goals shall be made to insure continued upgrading and improvement of our Affirmative Action Program.

Responsibility:

The Assistant to the President for Social Equity, with the full support of the President, is coordinator for this program. He/she will have the responsibility of seeing that all phases of personnel administration are in harmony with this policy. The responsibility for administering and complying with this policy has been assigned to the heads of departments with respect to employees under their jurisdiction.

Any employee who believes he/she has been discriminated against, may file a complaint of discrimination with any of the following:

Office of Social Equity
Clarion University of Pennsylvania
216 Carrier Hall
Clarion, PA 16214
814-393-2109

Pennsylvania Human Relations Commission
State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

Bureau of Civil Rights Compliance
Department of Public Welfare
Western Field Office
Room 702 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

Bureau of Civil Rights Compliance
Department of Public Welfare
Room 521 Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

Pennsylvania Human Relations Commission
Executive House
101 South Second Street
Suite 300
P.O. Box 3145
Harrisburg, PA 17105

Office for Civil Rights
U.S. Department of Health and Human Services
Region III, P.O. Box 13716
Philadelphia, PA 19101