



STAFF EMPLOYMENT MANUAL

Title: 3.0 Employment Practices

Chapter: 3.01 Equal Employment Opportunity and Nondiscrimination

Issuance Status and Effective Date: July 2011

Under the joint general direction of the President and the Vice President of Finance and Administration, the intent of the University's Equal Employment Opportunity (EEO) Policy is as follows:

- to recruit, hire, train and promote the most qualified persons in all job classifications without regard to race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law,
- to base employment and promotion decisions utilizing the principle of equal employment opportunity and by applying only valid standards for those decisions; and
- to insure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, University-sponsored training, education, tuition assistance, social and recreational programs or any other term, condition or privilege of employment will be administered without regard to race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law.

1. Affirmative Action

EEO status, goals and guidelines for their attainment comprise the University's Affirmative Action Plan for implementing its EEO Policy. This plan will be reviewed and restated annually.

a. Equal Employment Opportunity

Overall accountability to the President and the Vice President of Finance and Administration for administering this policy, for reporting on, and for monitoring of the Affirmative Action Plan rests with the Executive Director of HRD or designee.

b. Director of Equal Employment Opportunity Programs

The Executive Director of HRD or designee is named under the Affirmative Action Plan to serve as the University's chief implementation official and coordinator.

c. Recruitment Advertising

The University will state in all solicitations and advertisements placed by or on behalf of the University that applicants will receive consideration for employment without regard to race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law by noting the University is an Equal Employment Opportunity and Affirmative Action employer, Male/Female/Disabled/Veteran ("EEO/AA/M/F/D/V").

Professional registers, public sources and appropriate talent banks will be utilized to locate available academic and professional women and minority candidates.

It is possible, under a narrow set of circumstances, that a waiver of search will be permitted. This shall only be done in accordance with a set of standards and advance approval of the supervisor, the Executive Director of HRD or designee and the appropriate Officer.

d. Documentation of Recruitment Activity

All department chairs, directors and other points of recruitment or employment are required to keep full records of the searches made for candidates, inquiries and applications received, interviews held, dossiers, vitas and/or resumes examined, as well as the action taken on them as evidence of a good-faith effort to recruit according to the principles of the EEO/AA Policy.

Upon the completion of searches, all recruitment records must be forwarded to HRD. HRD will retain such records as long as deemed legally necessary.

e. AIDS

The University's policy regarding AIDS states, in part; ". . . people living with HIV shall enjoy all rights of access to University life as those engaged by uninfected community members... shall maintain employment...perform satisfactorily...not put others at risk..." (See also **7.0, Policy Statements.**)

2. Responsibility and Authority

The following is a summary of the operating structure to effect this policy.

a. Supervisors - All Levels

Review and ensure that their employment practices are consistent with the policy and goals of the Affirmative Action Plan. EEO is an inherent responsibility of every University of Hartford supervisor, whether or not that responsibility is specifically stated elsewhere (such as in the supervisor's job description).

b. Executive Director of Human Resources Development

1. As EEO designee:

Under the direction and on behalf of the President and the Vice President of Finance and Administration, provides for overall University response in all staff EEO matters and ensures that University policies and procedures are structured for compliance with all pertinent statutes, regulations and executive orders.

2. As Affirmative Action Designee:

- i. Prepares and revises the University's Affirmative Action Plan.
- ii. Monitors University-wide implementation and coordinates communication of the plan.
- iii. Prepares periodic progress reports as appropriate.
- iv. Serves as a central resource for current information on EEO regulations and procedures, and advises supervisors accordingly.

3. As ADA Designee:

Administers University compliance with federal and state legislation dealing with disabled employees. All employees are equally responsible for complying with the federal and state regulations implementing Title VI, Title IX and Section 504.

c. General Counsel and Secretary

Counsels all concerned for legal compliance with applicable laws.