



## **Equal Employment Opportunity / Affirmative Action Policy Number: CU-HR-47**

### **PURPOSE**

The purpose of this policy is to reaffirm Concord University's commitment to equal employment opportunity for employees and applicants for employment in all terms and conditions of employment, and its commitment to continuing efforts to comply with affirmative action law and appropriate government regulations.

### **SCOPE**

**This policy applies with equal force to** employees and applicants for employment.

### **POLICY**

**It is the policy of Concord University to** provide equal employment opportunities to all qualified employees and applicants and to prohibit discrimination or harassment against any such individuals on the basis of protected characteristics. The university considers race, color, religion, sex/gender, national origin, ancestry, age, blindness, disability, pregnancy, genetic information, sexual orientation, gender identity, veteran or military status or other category that is protected under federal, State, or local anti-discrimination laws as protected characteristics and will not permit discrimination or harassment against any employee or applicant for employment on the basis of any such characteristic.

### **PROCESS**

Concord University will conform both to the letter and the spirit of the law and regulations with respect to prohibiting any such unlawful discrimination or harassment and will encourage and support voluntary affirmative action where necessary to ensure that the institution employs, advances in employment, and treats all qualified persons without discrimination in any employment practices.

Concord University is committed to providing a workplace that is free of unlawful discrimination and harassment; promoting fairness in employment opportunities for all qualified persons; encouraging outreach efforts to attract underutilized minorities and women, veterans, and individuals with disabilities; and provide for appropriate remedies due to acts of unlawful discrimination, harassment, or other violations of federal or state laws regarding Equal Employment Opportunity / Affirmative Action.

In support of its commitment to diversity, equal employment opportunity, and affirmative action, CU has adopted three affirmative action programs:

- Minorities and Women
- Veterans
- Individuals with Disabilities

Efforts to achieve equal employment opportunity / affirmative action will include, but not be limited to the following:

- Recruit, hire, train, promote, retain, tenure, and compensate persons in all administrative, classified, faculty, non-classified, and student job titles without regard to membership in a protected class.
- Advertise in diverse publications, including publications that target minority groups, as a part of the recruiting and hiring process;
- Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
- Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities; and
- Ensure that all personnel actions including compensation, benefits, demotion, termination, reduction-in-force, layoff, recall rights, employee training and development, education/tuition assistance, social, and recreational programs will be administered without regard to membership in a protected class.

#### **IMPLEMENTATION**

The President or President’s designee may establish administrative procedures to implement this policy including but not limited to religious and disability accommodation request procedures and grievance procedures for the reporting, investigation and disposition of complaints.

#### **AUTHORITY FOR INTERPRETATION**

The final authority for interpretation of this policy rests with the Equal Employment Opportunity / Affirmative Action Officer (EEO/AA Officer), i.e., the Chief Human Resources Officer.

#### **AMENDMENTS**

This Policy may be amended to change names, links to information and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution’s rulemaking rule, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

#### **SUPERCEDING PROVISIONS**

This policy supersedes CU-HR-47 Affirmative Action / Equal Employment Opportunity dated 12/07/2010, any conflicting provisions within the CU Employee Handbook, the CU Faculty Handbook, or any other CU policies or procedures.

#### **APPROVAL**

Effective upon adoption by the Concord University Board of Governors

Intent to Revise Approved by Concord University Board of Governors: September 29, 2020

Policy Approved by the Board: November 09, 2021