Equal Employment Opportunity and Affirmative Action

I. PURPOSE
To affirm that University Enterprises, Inc. (UEI) seeks to provide equal employment opportunity to all employees and applicants.

II. SCOPE
This policy applies to all UEI employees.

III. POLICY
University Enterprises, Inc.’s commitment to Equal Employment Opportunity (EEO) and Affirmative Action is stated in its Affirmative Action Plan and demonstrated in the plan’s implementation. This policy applies to all employment practices including, but not limited to, application for employment, recruitment and hiring practices, promotions, compensation, training, discipline, and termination.

It is UEI’s policy to base employment decisions on job-related factors. Except where required or permitted by law, employment practices shall not be based upon an applicant or employee’s race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental disability, citizenship, or veteran status.

IV. RESPONSIBILITIES
A. The Executive Director is responsible for ensuring that all personnel policies and practices are in compliance with appropriate federal, state, and local regulations.

B. The Affirmative Action Officer or designee has primary responsibility for implementation, dissemination, and administration of UEI’s EEO and Affirmative Action programs.

C. Directors are responsible for ensuring that the EEO and Affirmative Action program is implemented for all employees under their supervision.

D. Managers, supervisors and directors are responsible for assisting in implementing this program in their respective work areas.

E. Employees who have supervisory responsibilities shall be evaluated on their efforts toward compliance with UEI’s EEO and Affirmative Action obligations and commitments in their job evaluation review.

V. RELATED POLICIES
Policy No. 025 Recruitment and Selection
Policy No. 215 Salary Program Administration Regular Employees
Policy No. 220 Wage Administration for Students in Sponsored Programs Administration
Policy No. 225 Wage Administration for Central Staff Students
Policy No. 305 Performance Appraisal
Policy No. 620  Unlawful Harassment
Policy No. 625  Sexual Harassment