

# Augusta University

## Policy Library

### Equal Employment Policy

**Policy Owner: University HR Services**

#### **POLICY STATEMENT**

Augusta University believes a strong commitment to equal employment opportunity (EEO) is more than a legal and moral obligation. It is also a sound business practice to realize the potential of every individual. Augusta University is committed to providing equal employment opportunity (EEO) for all individuals without regard to: race, age, color, national origin, religion, disability, gender, creed, veteran status, sexual orientation, genetic information or any other basis prohibited by law.

#### **REASON FOR POLICY**

This policy extends to all aspects of the employment relationship including, recruiting, hiring, training, promoting, demoting, transferring, disciplinary actions, terminations, reduction-in-force, rate of pay, and benefits.

All employment decisions shall be consistent with the principle of equal employment opportunity.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- |                                           |                                                 |                                                       |                                                                  |                                                |
|-------------------------------------------|-------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Alumni           | <input checked="" type="checkbox"/> Faculty     | <input checked="" type="checkbox"/> Graduate Students | <input checked="" type="checkbox"/> Health Professional Students | <input checked="" type="checkbox"/> Applicants |
| <input checked="" type="checkbox"/> Staff | <input type="checkbox"/> Undergraduate Students |                                                       | <input checked="" type="checkbox"/> Vendors/Contractors          | <input checked="" type="checkbox"/> Visitors   |
| <input type="checkbox"/> Other:           |                                                 |                                                       |                                                                  |                                                |

#### **DEFINITIONS**

- **Affirmative Action (AA):** Refers to the proactive efforts by Augusta University to improve the employment and remove any barriers to full employment of all qualified employees and applicants.
- **Equal Employment Opportunity (EEO):** Augusta University will not make any employment decisions based on any of the Protected Categories listed below nor on any other basis prohibited by law.
- **Policy Scope:** The term “all individuals” will be interpreted for the purposes of this policy to include all the various elements of the GRU community (faculty, staff, contractors, leased employees, customers, visitors and applicants).
- **Protected Categories:** Race, Color, Religion, Gender (including pregnancy and transgender), Age, National origin, Disability, Sexual orientation, Genetic Information or Veteran status.

#### **PROCESS & PROCEDURES**

Augusta University’s Equal Employment Opportunity Policy and related policies will be available for all employees to see. These policies are re-affirmed annually by the President of Augusta University and will be reinforced by the annual Affirmative Action Plan. They are also located on the Augusta University Policy Library Website, Section Eight (Personnel): <http://www.gru.edu/compliance/policyinfo/policies.php>.

The Equal Employment Opportunity Policy will be disseminated and enforced as follows:

**Internally:**

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 517

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 01/12/2016

**Last Review:** 01/13/2016

Augusta University management is responsible for both affirmative action compliance and EEO program implementation. They will continue to be trained in the area of equal employment and fair labor practices. Also, included in this training will be information on the evolving nature and prevention of sexual harassment.

Affirmative Action and Equal Employment Opportunity policies will continue to be discussed in new employee orientation sessions.

Management will broadcast articles covering EEO programs and progress reports, will continue to emphasize Augusta University's commitment to Affirmative Action, and will publicize hiring and promotion of all employees in Augusta University publications. Employee activities included in these publications will illustrate the full diversity of the participation of women, minorities, protected veterans, and individuals with disabilities, as well as members of all protected categories.

Availability of affirmative action plan-- The Affirmative Action Plan shall be available to any employee or applicant for employment for review by appointment during normal business hours upon written request to the Office of Employment Equity.

**Externally:**

The Augusta University will inform recruitment sources of its Affirmative Action and Equal Employment Opportunity commitments. In so doing, employment decisions will be made without regard to: race, age, color, national origin, religion, disability, gender, creed, veteran status, sexual orientation, genetic information or any other basis prohibited by law.

Furthermore, external recruitment sources will be informed that Augusta University actively seeks qualified diverse candidates and veterans for employment.

The Augusta University will communicate with appropriate minority and women's organizations, community agencies, guidance and placement personnel of local high schools, colleges, and other potential sources of minority and women applicants, apprising them of our EEO Policy and commitment to Affirmative Action, and encouraging them to refer minority and women candidates for employment. When Augusta University advertises in newspapers for prospective employees, the advertisement will normally include a tag line emphasizing the fact that GRU is an equal opportunity employer.

When Augusta University employees are featured in product or consumer advertising, employee handbook, or similar publications, special efforts will be made to ensure minority, non-minority, male, female, and disabled employees will be shown. Advertising for Augusta University will feature photographs of its diverse employee population.

Augusta University will inform prospective employees of its commitment to equal employment opportunity and of the existence of its Affirmative Action Plan.

Augusta University will incorporate the Equal Employment Opportunity clause, 41 C.F.R. Section **41 CFR 60-741.5(a)** and **41 CFR 60-300.5(a)**, in all purchase orders, leases, contracts, and other legal documents.

## REFERENCES & SUPPORTING DOCUMENTS

EEO Complaint Resolution Procedure: <http://www.gru.edu/diversity/oeo/complaints.php>.

EEO Complaint Form: <http://www.gru.edu/diversity/oeo/complaintform.pdf>

## RELATED POLICIES

[Non-Discrimination Anti-Harassment Policy](#)

## APPROVED BY:

Brooks A. Keel, Ph.D.

President, Augusta University and CEO, Augusta Health System

**Date:** 01/13/2016