OM 3.1.3 - Affirmative Action and Equal Employment Opportunity Statement

**Scope**

All Clarkson University units and employees.

**Reason for Policy**

To express the University's continuing practice of nondiscrimination in employment.

This policy adheres to the requirements of Title VII of the Civil Rights Act of 1964, the New York Human Rights Law, Title IX, the Education Amendments of 1972, Federal Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended and American with Disabilities Act of 1990 as well as all other applicable Federal and State equal employment laws regulations.

**Policy Statement**

The following statement reaffirms the position of the Board of Trustees that Clarkson University is a nondiscriminatory and adopts the Equal Employment Opportunity Policy as recommended by the Faculty Senate and the Administrative Council and endorsed by the President.

Clarkson University provides equal employment opportunities to all employees, applicants, and job seekers. No person shall be discriminated against in employment because of race, color, religion, sex, sexual orientation, gender, expression, national orientation, gender identity, gender expression, national or ethnic origin, age, disability, veteran status, genetic information, marital status, parental status, ancestry, source of income, or other classes protected by law. This policy includes the commitment to maintaining a work environment free from unlawful harassment.

An employee, who in good faith, reports concerns that they have been discriminated against or has knowledge of discrimination in violation of this policy or cooperates in an investigation shall not be subject to reprisal or retaliation for making a report or participating in an investigation. Employees should immediately bring to the attention of the Affirmative Action Officer and/or the Title IX Coordinator related to any complaint or retaliation. For further information on reporting or filing a grievance please refer to Operations Manual Sections 3.1.13 and 3.1.14.

**Procedures**

1. This policy applies to all terms, conditions, and privileges of employment including: recruitment, hiring, probationary period, training and development opportunities, job assignment, supervision, promotion or transfer, compensation, benefits, layoff and recall, termination, and retirement.
2. The Chief Inclusion and Human Resources Officer is responsible for ensuring that University policies (i.e., EEO policy among others) regarding the fair and equitable treatment of employees are implemented and adhered to.
3. The Affirmative Action Officer coordinates the University's compliance requirements and procedures with and interpretation of this Policy and advises both staff and faculty employees, supervisors, and managers about the policy as needed.
4. Department heads, managers, and supervisors have primary responsibility for ensuring that employment decisions and the work environment are in compliance with this policy. Employees must complete University approved training in the following areas: Harassment, Affirmative Action, and Non-Discrimination and must be retrained every three (3) years.
5. Employees who believe they have been discriminated against, harassed, or have knowledge of such conduct should discuss their concerns or bring any work-related concerns to their supervisor. However, an employee may alternatively elect to contact Human Resources at 315.268.6497, the Affirmative Action Officer at 315.268.6497 or the Title IX Coordinator at 315.268.4208. Every effort will be made to conduct a prompt investigation and to treat complaints impartially and confidentially with a view to arriving at fair resolutions. If an investigation leads to a determination that this Policy was violated, corrective action up to and including termination of employment will be taken. Please refer to Section 3.1.11 of the Operations Manual for the policy on filing a complaint.
6. The University provides, upon request by a job seeker or an applicant, reasonable accommodations for a disability, to complete the application process.
7. In accordance with the Americans with Disabilities Act, the University provides, upon request from an employee with a disability, reasonable accommodations for the employee to successfully perform the essential duties of the job. Employees should contact the Human Resource Office to initiate the disability accommodation process.

To carry out these guidelines, refer to Section 3.1.17 of the Operations Manual for the policy on Recruitment and Selection.

History

July 1987
January 2007
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