

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

Chancellor's Office Policy

Effective: December 15, 2008

Applicability:

All Chancellor's Office unclassified employees and applicants for employment.

Policy:

- A. The Chancellor's Office, in compliance with applicable state and federal laws and regulations, is committed to the principles of affirmative action and equal employment opportunity as described below.

Affirmative Action is defined as result-oriented guidelines and procedures designed to achieve full utilization of minorities and women at all levels in the organization where underutilization exists.

Equal Employment Opportunity is defined as providing all persons equal opportunity to employment and advancement without regard to race, color, national origin, religion, sex, sexual orientation, marital status, age, disability or veteran's status.

- B. The Chancellor's Office is committed to:
1. Ensuring equal employment opportunities are afforded to all applicants and employees by making non-discriminatory employment decisions;
 2. Recruiting, hiring and promoting qualified individuals with a goal to employ a staff that reflects the diversity of the available workforce;
 3. Implementing proactive strategies to develop diverse applicant pools for position vacancies and evaluating the effectiveness of these strategies.
- C. Employment decisions include, but are not limited to, hiring, promotion, demotion, transfer, termination, compensation, benefits, layoff, training, and performance evaluation.
- D. All Chancellor's Office employees share in the responsibility of demonstrating support for the principles of equal opportunity/affirmative action articulated in this policy.
- E. The Human Resources Division has administrative oversight of this policy and, in conjunction the Office of Legal Services and Compliance, is responsible for administering the Chancellor's Office Affirmative Action Plan. An employee who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the Board Secretary and Legal Counsel or the Director of Human Resources, file a report, and/or file a complaint of unlawful discrimination with the Legal Affairs Office.
- F. An applicant who has concerns regarding the application of this policy during the hiring process may contact the Chancellor's Office Human Resources Division, however, an applicant does not

have access to Chancellor's Office dispute resolution procedures. Chancellor's Office employees who have concerns have access to informal and formal procedures described in the Chancellor's Office Policy on Conduct Related to Discrimination and Harassment.

- G. Nothing in this policy prohibits an individual from filing a complaint in accordance with the regulations of the Oregon Bureau of Labor and Industries or the U.S. Equal Employment Opportunity Commission.

References

Oregon Administrative Rules – Oregon State Board of Higher Education:

- 580-021-0006, Affirmative Action Goals: Employment
- 580-022-0050, Employment Discrimination