

POLICY MANUAL

GENERAL

Number 303

Subject: Affirmative Action/Equal Opportunity

Date of Origin: January 24, 1997

Effective Date of Last Revision: August 26, 2011

303.1 REFERENCES

- 1.1 The Equal Pay Act of 1963, as amended
- 1.2 The Civil Rights Act of 1964 (Title VI & Title VII) as amended
- 1.3 The Age Discrimination in Employment Act (ADEA) of 1967
- 1.4 Title IX of the Educational Amendments of 1972
- 1.5 The Rehabilitation Act of 1973 (Sections 503 and 504)
- 1.6 The Age Discrimination Act of 1974
- 1.7 Section 402 of the Vietnam Era Veterans' Readjustment Act (VEVRAA) of 1974 as amended by the Jobs for Veterans Act (JVA) of 2002
- 1.8 The Americans with Disabilities Act (ADA) of 1990 as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008
- 1.9 The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994
- 1.10 Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008
- 1.11 U.S. Presidential Executive Order 11246, as amended
- 1.12 Utah Antidiscrimination Act (Utah Code - Title 34A - Chapter 05)
- 1.13 Governor's Executive Order 206-0012: Prohibiting Unlawful Harassment, Issued December 13, 2006

303.2 POLICY

2.1 Equal Opportunity

Equal Opportunity in employment and education is an essential priority for Utah State University (USU) and one to which the University is deeply committed. Utah State University is dedicated to providing an

equal opportunity climate and an environment free from discrimination and harassment for faculty, staff, students, applicants and participants in all programs/activities sponsored by USU. In accordance with established laws and University policies, the University prohibits discrimination and harassment based on race; color; religion; sex (including sexual harassment, pregnancy, childbirth, or pregnancy-related conditions); national origin; age; genetic information; sexual orientation or gender identity/expression; disability; status as a protected veteran; or any other status protected by University policy or local, state, or federal law.

2.2 Affirmative Action

Affirmative Action is designed to redress imbalances of minorities and women in the workforce. U.S. Presidential Executive Order 11246 (as amended) requires federal contractors to take "affirmative" steps to recruit, hire, and advance minorities and women when incumbency is significantly less than estimated availability in the labor force. Utah State University proactively undertakes good faith efforts to reach affirmative action goals.

While affirmative action goals are not established for protected veterans or people with disabilities, the University undertakes affirmative steps to recruit, hire, and advance people with disabilities and certain protected veterans (disabled veterans, other protected veterans, recently separated veterans, and Armed Forces Service Medal veterans), as required by the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA) as amended by the Jobs for Veterans Act (JVA) of 2002.

The University's Affirmative Action Programs, including goals, are available for review at the Merrill-Cazier Library's reserve desk or the USU Affirmative Action/Equal Opportunity (AA/EO) Office.

303.3 RESPONSIBILITIES

3.1 Affirmative Action/Equal Opportunity Office

Responsible for developing annual Affirmative Action Programs (AAPs), monitoring affirmative action efforts and for providing equal opportunity counseling and training, as well as investigating complaints of illegal discrimination and/or harassment under this policy.

3.2 Office of Human Resources

Responsible for collecting data to assist in the affirmative action/equal opportunity effort. This office is also responsible for ensuring that all personnel policies and actions are in accordance with AA/EO laws and guidelines.

3.3 Department Heads, Supervisors, Deans, and Vice Presidents

Responsible for ensuring that employment decisions and treatment of students and participants in programs/activities sponsored by USU comply with principles outlined in this policy.

3.4 Employees, Students, Applicants and Participants in Programs/Activities Sponsored by USU

Responsible for bringing to the attention of the AA/EO Office any decisions, actions or behaviors felt to conflict with this policy.