

Policies and Procedures

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| <i>SECTION:</i> Administration | <i>NO.</i> 2.2.1. | | |
| <i>CHAPTER:</i> Human Resources | <i>ISSUED:</i> 4/92 | <i>REV. A</i> 5/94 | <i>REV. B</i> |
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PURPOSE

The Equal Employment Opportunity and Affirmative Action Policies of Creighton University are designed to comply with federal and state equal opportunity and affirmative action-related laws. The purpose of these policies is to insure that all qualified individuals under consideration for jobs, promotions, pay raises, training programs, and so on, receive equal consideration, regardless of race, color, national origin, gender, religion, disability, and age. Compliance with these laws also results in employment-related decisions and actions that conform to the University's credo and support its mission.

POLICY

In accordance with the applicable federal laws and regulations, the employment policies and practices of Creighton University are administered without unlawful regard to race, color, religion, national origin, sex, age, disability, marital status, or veteran status. The University will promote Equal Employment Opportunity through a positive and continuing Equal Employment Opportunity Program.

This Equal Employment Opportunity Program will have as its firm objective equal opportunity in recruitment, hiring, rates of pay, promotion, training, termination, benefit plans, and all other forms of compensation and conditions and privileges of employment for all employees and applicants for employment.

The program is designed to provide Equal Employment Opportunity in an atmosphere of nondiscrimination with respect to all persons.

The University has an Affirmative Action Program. The objective of the Affirmative Action Program is to enhance employment opportunities for persons belonging to groups that historically have suffered discrimination. These groups include women, minorities, disabled persons, disabled veterans, and Vietnam era veterans. Creighton University's Affirmative Action Program is implemented through its Affirmative Action Plan. The Plan is a written document which identifies those areas in which the University is deficient in its employment of minority groups and women. The Plan sets goals and timetables for the correction of identified deficiencies.

The Plan contains action-oriented procedures to which the University will devote every good faith effort to achieve prompt and full employment of minorities and women in all segments of the University's work force where identified deficiencies exist. The Plan also promotes the full utilization of disabled persons, disabled veterans, and Vietnam era veterans.

The ultimate responsibility for Equal Employment Opportunity and Affirmative Action at the University lies with the President of the University. All Vice Presidents are responsible for Equal Employment Opportunity compliance and Affirmative Action within their divisions. Oversight responsibility for the implementation and administration of the Equal Employment Opportunity and Affirmative Action Policy is the responsibility of the Affirmative Action Director.

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Successful meeting of goals and objectives will be attained through the full cooperation, support, and good-faith efforts of all Vice Presidents, Deans, Directors, Department Chairs, Supervisors, and all other personnel responsible for hiring and promotions.

This policy does not mandate the use of quotas. The University subscribes to hiring the most qualified person in all cases. However, if individuals are similarly qualified, protected class status as defined in the Affirmative Action Plan will be a plus factor in the selection decision where protected class members are underrepresented.

SCOPE

This policy applies to all full-time and part-time employees of Creighton University, applicants for employment, and employees of contractors to the University.

DEFINITIONS

Equal Employment Opportunity is defined as the administration of all terms and conditions of employment without regard to age, color, disability, national origin, race, religion, or sex.

Affirmative Action Program is the generic name referring to the entire institutional affirmative action effort, of which the written Affirmative Action Plan is one part.

Affirmative Action Plan is Creighton University's written plan conforming to Executive Order 11246 (federal mandate) in which the University analyzes specific problems, and identifies areas in which members of protected groups are underutilized.

In those areas, the University must set specific goals and timetables to eliminate underutilization. The Affirmative Action Plan is compiled annually by the University's Affirmative Action Director.

PROCEDURES

The implementation of equal employment opportunity takes place on a day-by-day basis as supervisors and others in positions of authority at Creighton University make employment-related decisions. These decisions include, but are not limited to: how, where, and for how long recruitment will take place; which applicant to hire; how much employees should be paid and what pay increases they might receive; who will be promoted; who will be eligible for advanced training opportunities and development; who will receive benefits and the form those benefits will take; and who will be terminated.

All of the employment-related decisions described in the paragraph above and other similar decisions must be made on the basis of who is best qualified or who best merits the action under contemplation. In practical terms, what this means is that employment-related decisions should always be made on the basis of predicted or actual job performance, and not based upon personal non-job related qualities or characteristics of the individual, such as his or her sex, the color of his or her skin, age, disabilities, and so on.

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ADMINISTRATION

Equal Employment Opportunity is the responsibility of every University employee involved in employment-related decision processes, regardless of job, position, or rank.

Coordination of the University's civil rights effort and updating and dissemination of the University's Affirmative Action Plan is the responsibility of the Affirmative Action Director. Staff members are encouraged to direct inquiries or complaints regarding civil rights policy to the Affirmative Action Director.

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time, especially in order to comply with changes in federal and state law.