

University Policies

<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> 5/15
	<i>LAST REVIEWED DATE: 5/20/2015</i>		
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PURPOSE

The Affirmative Action Policies and Equal Employment Opportunity 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, and training programs receive equal consideration, regardless of race, color, ethnicity, national origin, sex, religion, disability, sexual orientation, veteran status, marital status, 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 applicable state and federal laws and regulations, Creighton University is committed to maintaining an Affirmative Action Program to employ and advance in employment qualified individuals at all levels of employment. The employment policies and practices of Creighton University shall be administered without unlawful regard to race, color, ethnicity, national origin, sex, religion, disability, sexual orientation, veteran status, marital status, and age. The University will promote Equal Employment Opportunity through a positive and continuing Equal Employment Opportunity Program.

SCOPE

This policy applies to all faculty and staff 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 race, color, ethnicity, national origin, sex, religion, disability, sexual orientation, veteran status, marital status, and age.

Individual with a Disability is defined as any person who 1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, 2) has a record of such impairment, or 3) is regarded as having such an impairment. For the purposes of this policy, an individual with a disability is "substantially limited" if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

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.

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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 Officer.

PROCEDURE

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, and disabled 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, and disabled veterans. The ultimate responsibility for Equal Employment Opportunity and Affirmative Action at the University lies with the President of the University. All leaders 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 Officer. Successful meeting of goals and objectives will be attained through the full cooperation, support, and good-faith efforts of all leaders 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.

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

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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.

Disabled individuals who wish to participate in the Section 503 Affirmative Action Program shall be invited to voluntarily identify themselves. The invitation to identify will make it clear that identification is voluntary and that all disclosed information shall be kept confidential.

Whatever information the University receives concerning an individual's disabilities will be kept confidential except that a) supervisors and advisors may be informed regarding restrictions on the work or duties of individuals with disabilities and may also be informed regarding accommodations; b) first aid and safety personnel may be informed to the extent appropriate, if the physical or mental impairment might require unique or emergency treatment; and c) government officials investigating compliance with the act shall be informed. The University shall make reasonable accommodations to individuals with disabilities unless such accommodation imposes undue hardship on the University.

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 Officer. Staff and faculty are encouraged to direct inquiries or complaints regarding civil rights policy to the Affirmative Action Officer.

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.