

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.2.2.</b>		
<b>CHAPTER:</b> <b>Human Resources</b>	<b>ISSUED:</b> 12/91	<b>REV. A</b>	<b>REV. B</b>
<b>POLICY:</b> <b>Affirmative Action for Individuals with Disabilities</b>	<b>PAGE 1 OF 2</b>		

## **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 further its mission.

## **POLICY**

Creighton University, in accordance with Section 503 of the Rehabilitation Act of 1973, as reiterated in the Americans with Disabilities Act of 1990, is committed to maintaining an Affirmative Action Program to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level. Such action shall apply to all employment practices including, but not limited to, hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

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.

Employment records will be reviewed to identify qualified individuals with a disability who are available for promotion and an effort will be made to fully utilize present and potential skills of individuals with disabilities. The University shall make reasonable accommodations to individuals with disabilities unless such accommodation imposes undue hardship on the University.

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.

## **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.

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## **DEFINITIONS**

For purposes of this policy, "Individual with a Disability" means 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 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.

## **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 gender, the color of his or her skin, age, disabilities, and so on.

## **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 transmission 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.

Questions about hiring, promotion, evaluation, compensation, and other human resource related issues that have implications for equal employment can also be directed to the University's Human Resources Department and the Director of Human Resources.

## **AMENDMENTS OR TERMINATION OF THIS POLICY**

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