

STANDARD POLICY/PROCEDURE

FAIRFIELD UNIVERSITY FAIRFIELD, CONN

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EFFECTIVE DATE

01-22-72

NUMBER

414

AUTHORIZED BY: Rev: 04-01-74; 02-02-75
02-14-77; 12-01-80; 12-01-84;

12/11/86; 06-04-87; 01-29-93; 09-0196; 1/8/02

SUBJECT

AFFIRMATIVE ACTION-EQUAL EMPLOYMENT OPPORTUNITY

APPROVED

PURPOSE:

To establish an Equal Employment Opportunity Policy which will affirm the University's intent to comply with Federal and State regulations including: Executive Orders 11246 and 11375, Equal Pay Act of 1963, the Age Discrimination in Employment Act as amended, and Title VI and Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act as administered by the Equal Employment Opportunity Commission.

SCOPE:

It is the policy and practice of Fairfield University to provide equal opportunity in employment for all qualified persons, to prohibit discrimination because of race, sex, sexual orientation, color, marital status, veteran status, religion, age, disability (physical, emotional or mental), national origin or ancestry, and to promote the full realization of equal employment opportunity through a positive, continuing program in each division or department of the University.

RESPONSIBILITIES:

University supervisors and employees have been directed to implement this policy as follows:

Not discriminate against any employee or applicant for employment because of race, sex, sexual orientation, color, marital status, veteran status, religion, age, disability (physical, emotional or mental), national origin or ancestry.

Take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to race, sex, sexual orientation, color, marital status, veteran status, religion, age, disability (physical, emotional or mental), national origin or ancestry.

Not to condone or tolerate any behavior, verbal or physical conduct by a University employee, student or member of the University community, male or female, which would constitute sexual harassment.

Such action may include, but not be limited to the following:
recruitment, hiring, promotions, transfers, education, training, compensation, benefits, layoff or termination, as well as social and recreational programs.

Affirmative Action with regard to qualified AHANA* persons and women is appropriate where there is a pattern of discrimination in the structure of the department or division or in the career experience of the person involved.

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PROCEDURE FOR RESOLUTION OF EMPLOYEE COMPLAINT UNDER TITLE VI,
TITLE IX, THE VOCATIONAL REHABILITATION ACT OF 1973 AND THE AMERICANS
WITH DISABILITIES ACT

Employees who believe that they have been discriminated against in violation of the Title VI, Title IX, the Vocational Rehabilitation Act of 1973 or the Americans with Disabilities Act, may submit a written complaint to the Affirmative Action Officer care of the Office of Human Resources. The complaint must be filed within thirty days of the incident and shall state the nature of the complaint, evidence and redress sought. The matter will be promptly investigated and the Affirmative Action Officer will attempt to resolve the matter or refer it to where it can be resolved. If the employee is not satisfied, the employee may submit a request for a hearing to the Affirmative Action Officer. A resolution committee may be convened to consider the evidence presented, determine the facts, and recommend a decision to the President. The complainant will promptly be advised regarding the decision of the President.

IMPLEMENTATION:

- A. The Director of Human Resources of Fairfield University is named the Affirmative Action Officer. He/she shall have full authority to enforce the University's Equal Employment Opportunity Policy and those actions and responsibilities contained in Chapter III of the University's Affirmative Action Program.
- B. All supervision is guided by the spirit and letter of Rev. Aloysius P. Kelley's directive which states very positively the University's attitude and policy on equal employment and promotional opportunities.
- C. Reports are to be generated which reflect the University's progress in correcting job categories in which and "underutilization" exists and in attaining other Equal Employment Opportunity goals and objectives.

*AHANA is an acronym for African, Hispanic, Asian, Native-American