

3.01 Affirmative Action and Equal Employment Opportunity Policy

Policy 3.01

Volume 3: AA/EEO

Chapter 1: Affirmative Action and Equal Employment Opportunity Policy

Responsible Office: AA/EEO

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Policy Statement

To further its goal of Equal Employment Opportunity (EEO) for all employees and perspective employees without regard to:

- race
- color
- religion
- gender
- temporary disability
- age
- national origin
- disability
- Vietnam era veterans
- sexual orientation

or any other basis prohibited by applicable policy or law, Georgia Health Sciences University states as policy that:

- It will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, gender, temporary disability, age, national origin, disability, Vietnam era veteran status, sexual orientation, or any other basis prohibited by applicable law.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.
- All personnel actions, such as compensation, benefits, transfers, and social and recreational programs will be administered without regard to race, color, religion, gender, age, national origin, disability, sexual orientation, or any other basis prohibited by policy or applicable law.

Reason For Policy

Georgia Health Sciences University has the goal of equal employment opportunity for all employees and prospective employees and agrees to abide by all federal, state, and local laws, as well as Georgia Health Sciences University policy. Georgia Health Sciences University appoints the Director of the Affirmative Action/ Equal Employment Opportunity (AA/EEO) Office to administer and monitor its AA/EEO Plan and to make periodic reports to Senior Management. Georgia Health Sciences University is an AA/EEO, equal access institution with a zero tolerance policy against all discriminatory acts.

Entities Affected By This Policy

All employees and students of, and vendors or contractors doing business with the Georgia Health Sciences University or its campus affiliates are covered by this policy and should be aware of it.

Who Should Read This Policy

All employees and students of, and vendors or contractors doing business with Georgia Health Sciences University should be aware of and follow this policy.

Contact

Contact	Phone	e-mail/URL
Director AA/EEO OfficeAA/EEO	706-721 7782	gpowell@georgiahealth.edu mailto:eeo@georgia.edu
		Office Location: CJ 2117
Specialist	706-721-7782	http://www.georgiahealth.edu/aaeeo/staff.htm

Related Documents

- EEO Complaint Resolution Procedure: <http://www.georgiahealth.edu/AAEEO/complaint.htm>.

Definitions

These definitions apply to these terms as they are used in this policy:

Affirmative Action (AA)	Refers to the affirmative plans that Georgia Health Sciences University will initiate to eliminate any illegal and discriminatory action relating to equal employment opportunity.
Equal Employment Opportunity (EEO)	This means that Georgia Health Sciences University cannot and will not discriminate against any prospective employee or existing employees in any of the protected categories listed below or other basis prohibited by applicable policy or law.
Protected Categories	Race, Color, Religion Gender Temporary disability Age National origin Disability (per sections 503 & 504 of Rehabilitation Act of 1973 and Americans with Disabilities Act) Sexual orientation Vietnam era veterans

Overview

As a state institution governed by the Board of Regents of the State of Georgia, Georgia Health Sciences University is both legally and ethically bound to abide by all federal, state, and local laws pertaining to equal employment opportunity.

Process/Procedures

Georgia Health Sciences University's Equal Employment Opportunity Policy and related policies will be available for all employees to see. These policies are re-affirmed annually by the President of Georgia Health Sciences University and are posted in full view in the major facilities on campus for all to see. They are also located on the Academic, Research, and Student Affairs Policy Library Website:

<http://policy.georgiahealth.edu/category/academic-research-and-student-affairs/>.

Anyone wishing to file a discrimination charge under one or more of the protected categories can refer to the complaint resolution process at:

<http://www.georgiahealth.edu/AAEEO/complaint.htm>.

The Equal Employment Opportunity Policy will be implemented and enforced as follows:

Internally:

Supervisors and managers are responsible for both affirmative action compliance and program implementation. They will continue to be trained in the area of equal employment and fair labor practices. Included in this training will be information on the evolving issue of sexual harassment, with emphasis on commitment to the Georgia Health Sciences University Gender Discrimination Policy (3.02), which strictly forbids this activity in any form.

Affirmative Action and Equal Employment Opportunity policies will continue to be discussed in all new employee orientation sessions.

Management will publish articles covering EEO programs and progress reports, will continue to emphasize Georgia Health Sciences University's commitment to AA, and will publicize hiring and promotion of minority and female employees in Georgia Health Sciences University publications, including the Georgia Health Sciences University newsletter, *The Beeper*. Employee activities included in *The Beeper* will illustrate the full participation of women and minorities as well as men, non-minorities, and the disabled.

When Georgia Health Sciences University employees are featured in product or consumer advertising, employee handbook, or similar publications, minority, non-minority, male, female, and disabled employees will be shown. Advertising for Georgia Health Sciences University will feature photographs of minorities and women as well as men and non-minorities.

Management will make known to all employees the existence of its Affirmative Action Plan and will make a campus copy available in the campus library and in the AA/EEO Office at Pavilion One, Room AE 1057.

Externally:

The Georgia Health Sciences University will inform recruitment sources of its commitment to EEO and AA. In so doing, Georgia Health Sciences University makes clear that all applicants will be treated without regard to:

- race
- color
- religion
- gender
- temporary disability
- age
- national origin
- disability
- Vietnam era veterans
- sexual orientation

Furthermore, these recruitment sources will be informed that Georgia Health Sciences University actively seeks qualified women and minority applicants for employment.

The Georgia Health Sciences University will communicate with appropriate minority and women's organizations, community agencies, guidance and placement personnel of local high schools, colleges, and other potential sources of minority and women applicants, apprising them of our EEO Policy and commitment to Affirmative Action and encouraging them to refer minority and women candidates for employment.

When Georgia Health Sciences University advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation, "An Equal Employment Opportunity, Affirmative Action, Equal Access Employer" or its abbreviation (EEO/AA-Equal Access).

Georgia Health Sciences University will inform prospective employees of the existence of its Affirmative Action Plan and will make available such elements of the Affirmative Action Plan so that prospective employees will know of and avail themselves of its benefits.

Georgia Health Sciences University will incorporate the Equal Employment Opportunity clause, 41 C.F.R. Section 60-1.4, in all purchase orders, leases, contracts, and other legal documents.

Responsibilities

The responsibilities each party has in connection with ARSA Policy 3.01, Affirmative Action and Equal Employment Opportunity Policy are:

Director AA/EEO Office

Ensure that all current and prospective employees of Georgia Health Sciences University know about this policy and how to obtain, this policy.Administer

	and monitor the AA/EEO Policy on the Georgia Health Sciences University campus. Ensure that this policy is followed by all employees, students, vendors, and contractors at Georgia Health Sciences University.
AA/EEO Specialist	Assist the Director in the above duties.

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