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## 3.08 Age Discrimination Policy

*Policy 3.08*

*Volume 3: AA/EEO*

*Chapter 8: Age Discrimination Policy*

*Responsible Office: AA/EEO*

*Originally issued: 1/2/1998*

*Revised: 2/15/05*

### Policy Statement

Georgia Health Sciences University prohibits the use of age preference in all employment practices, including advertising, recruiting, hiring, salary determination, leaves of absence, and retirement.

This policy applies to all units of Georgia Health Sciences University and at all times.

### Reason For Policy

State and federal laws exist to prevent job discrimination based on age. This policy is in compliance with all state and federal laws, rules, orders, and regulations regarding age discrimination, and complies with federal laws affecting discrimination when conflicts occur with state or local laws.

### Entities Affected By This Policy

All units of Georgia Health Sciences University are covered by this policy.

### Who Should Read This Policy

All employees of Georgia Health Sciences University should be aware of this policy. All employees who are involved with hiring other employees must be aware of and follow this policy.

### Contacts

Contact	Phone	e-mail/URL
Director AA/EEO	706-721-7782, CJ 2117	<a href="mailto:gpowell@georgiahealth.edu">gpowell@georgiahealth.edu</a>
OfficeAA/EEO		<a href="mailto:eeo@georgiahealth.edu">eeo@georgiahealth.edu</a>
Specialist	706-721-7782, CJ 2117	<a href="http://www.georgiahealth.edu/aaeeo/staff">http://www.georgiahealth.edu/aaeeo/staff</a>

### Related Documents

Age Discrimination in Employment Act of 1963

### Overview

The use of age preference in all employment practices of Georgia Health Sciences University is prohibited. The institution strictly adheres to this formal policy and practices equal employment opportunity measures for all appropriate ages.

This policy is in compliance with all state and federal laws, rules, orders, and regulations regarding age discrimination, and complies with federal laws affecting discrimination when conflicts occur with state or local laws.

### **Process/Procedures**

#### **Hiring Practices**

Georgia Health Sciences University prohibits the use of age preference when advertising for, recruiting, and hiring new employees. No positions exist at Georgia Health Sciences University with any *bona fide* occupational requirements based on age. There are, however, positions with job-related, physical qualifications as pre-requisites; these pre-requisites are not age-based nor are they utilized to provide a basis for discriminating against applicants of a particular age. Age is not factor in employment or in consideration of employment at Georgia Health Sciences University.

#### **Leave of Absence**

All institutional policies regarding leave of absence applies equally to all employees regardless of age.

#### **Retirement**

Retirement benefits are offered to all employees without regard to age.

#### **Salaries**

Salaries are determined without regard to age.

#### **Complaints**

Any employee who feels he/she has been discriminated against on the basis of age should contact the AA/EEO Office.

#### **Additional**

The Age Discrimination in Employment Act of 1963 prohibits discrimination against workers age forty and over. There should be no discrimination in benefits.

#### **Responsibilities**

The responsibilities each party has in connection with ARSA Policy 3.08, Age Discrimination Policy, are:

Director AA/EEO Office  
AA/EEO Specialist

To ensure that age discrimination does not exist at  
Georgia Health Sciences University

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