

**UW REGULATION 1-3**  
**Equal Employment Opportunity/Diversity (Affirmative Action)**  
**Program**

**A. POLICY.**

The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief. It shall also be the policy of the University to utilize an affirmative action approach in the recruiting, hiring and promotion of women, people of color and other persons from designated groups covered by federal statutes, executive orders and implementing regulations in order to achieve a diverse workforce and student body.

**B. RESPONSIBILITY FOR IMPLEMENTING THE POLICY AND PROGRAM.**

The Director of Employment Practices/Diversity is responsible for implementing and administering this program. It is the Director's responsibility to publish instructions as required to implement the steps of the program outlined below.

It is the continuing, active, individual responsibility of each principal Administrative Officer, Dean, Department and Division Head or Supervisor to assure that the University's Equal Employment Opportunity policy is followed when making decisions relating to recruiting, hiring or promoting qualified persons.

**C. DISSEMINATION OF THE POLICY AND PROGRAM.**

To assure that the University's commitment to equal employment opportunity is communicated to all involved with recruiting, selecting, hiring, training and promoting employees, the University will disseminate the policy and program both internally and externally.

**a.** In addition to the normal distribution of this University Regulation through the Employment Practices/Diversity Office, General Counsel and Human Resources websites, a copy will also be distributed in employee orientation and training sessions and through other University publications as developed and distributed.

**b.** The policy and program will be discussed in meetings with faculty, staff and supervisory personnel to assure that the intent of the policy and individual responsibility are clearly understood.

c. The policy will be included in the Staff and Faculty Handbooks given to new employees at the time they are hired.

d. Recruiting sources will be informed of the University's policy of nondiscrimination and affirmative action.

e. An appropriate statement concerning nondiscrimination, adherence to Equal Employment Opportunity regulations and the University's commitment to the goal of creating a diverse community of scholars and students will be included in letters, brochures and announcements of position vacancies intended to recruit applicants for employment.

f. The Equal Employment Opportunity and Non-Discrimination clause will be incorporated in all invitations to bid, purchase orders, leases, contracts, etc., covered by federal laws, executive orders, and implementing regulations.

#### **D. RECRUITING.**

a. The University will continue to recruit applicants for employment on the basis of their demonstrated ability and competence and will make affirmative and positive efforts to include individuals without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief.

b. Sources likely to yield qualified people of color, women, and applicants from other designated groups covered by federal statutes, executive orders and implementing regulations will be identified and included in all recruiting efforts.

#### **E. EMPLOYMENT AND PLACEMENT.**

a. All applicants for employment will continue to be considered and placed on the basis of their qualifications without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief. Similarly, self-identified disabled applicants who request an accommodation in order to complete the application process or to perform the essential functions of the job in question, shall be given the appropriate consideration in accordance with applicable ADA guidelines. Employment decisions are therefore based on an individual's qualifications.

b. Employment procedures will be reviewed periodically to insure that they do not constitute inadvertent discrimination.

#### **F. TRAINING.**

a. All University employee training programs will be administered and conducted in conformance with the University's policy of non-discrimination.

**b.** Selection of employees for training will be on the basis of merit without discrimination.

**c.** Employees having supervisory responsibilities (regardless of title, rank, or classification) are required to attend a session on the prevention of sexual harassment.

#### **G. PROMOTIONS, TRANSFERS, DEMOTIONS AND LAYOFFS.**

**a.** As opportunities for promotions and transfers occur, measures will be taken to assure that all qualified employees are afforded equal access to the opportunity and that the decisions are in accord with the principles of equal employment opportunity.

**b.** During any retrenchment plans, the retrenchment plans will be reviewed to insure that decisions are made without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief.

#### **H. CONTRACTORS AND SUBCONTRACTORS.**

**a.** All prime contractors on University federally assisted construction contracts will be notified of the University's firm commitment to the principle of equal employment and of their non-discrimination and affirmative action responsibilities under existing laws, executive orders and implementing regulations.

**b.** Where the University is a subcontractor to a prime contractor on government contracts, the prime contractor will be informed of the University's non-discrimination policy.

#### **I. FACILITIES, SOCIAL AND RECREATION ACTIVITIES.**

**a.** All University facilities will continue to be maintained on a non-discriminatory basis.

**b.** All University sponsored social and recreational activities will continue to be conducted on a non-discriminatory basis.

#### **J. REPORTS AND DOCUMENTATION.**

Reporting and record keeping systems will be developed by the Director of Employment Practices/Diversity.

#### **K. GOALS AND TIMETABLES.**

The University is a complex and diversified institution, therefore, attainment of the ultimate goal – a fully diverse community of qualified persons, who fall within previously described classifications, in each position category in numbers reasonably expected by their availability - is a long-range undertaking. Nevertheless, the University

will continue to direct its efforts in good faith toward attainment of the objectives of its policy.

Results achieved under this program will be evaluated periodically and the program revised as required.

Source: University Regulation 3; adopted January 22, 2010 Board of Trustees meeting