

Subject: **Affirmative Action Policy for Minorities, Women, Disabled Individuals and Protected Veterans**

Applies to: All Faculty and Staff

- I. Policy: As part of the University's equal opportunity policy, and as called for by applicable laws and Executive Orders, the University of Rochester has implemented an affirmative action program and, in connection with that program, the University will ensure that minority group individuals, females, protected veterans, and qualified disabled persons have equal opportunity and access to the University's workforce and equal opportunity as employees with respect to all aspects of employment.
- II. Procedure: The University's affirmative action program is implemented and operates in the following manner:
 1. Administration: The President of the University supports the University's affirmative action program and has appointed the Provost and the Associate Vice President for Human Resources as Affirmative Action Officers for the faculty and staff respectively. The University's Equal Opportunity Compliance Director assists the Affirmative Action Officers in the implementation of the program. Copies of the affirmative action plans within the University's program are available for review between the hours of 9AM-5PM at 44 Celebration Drive, Suite 3-200, Rochester, NY 14620. Questions about this policy and program may be directed to the Equal Opportunity Compliance Director, University of Rochester, P.O. Box 270024, Rochester, NY 14627-0024 or via phone to (585) 275-7814.
 2. Recruitment:
 - The University engages in the active recruitment of minorities, females, qualified disabled persons, and protected veterans (such as, active duty wartime or campaign badge veterans, pre-Job Veterans Act (JVA) veterans, and qualified disabled veterans and pre-JVA veterans) by ensuring that jobs are posted with employment service delivery systems and local and national organizations with connections to qualified applicants from protected groups.
 - The University annually reviews the effectiveness of its efforts to recruit qualified applicants from protected groups and adjusts its recruitment and outreach strategies by identifying and implementing alternative recruitment efforts as needed.
 - Job descriptions periodically are reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related. Job titles have and will continue to be written without regard to protected status (i.e., sex, race, color, national origin, religion, age, veteran, disabled or other protected status).

- Application forms are reviewed to ensure that all requested information is job-related and that the forms comply with all applicable laws and are in an accessible form. In addition, all recruitment postings or advertisements state that the University is an Equal Opportunity Employer as indicated by the following language: "EOE Minorities/Females/Protected Veterans/Disabled."
- Applications for open, non-bargaining unit positions are electronic and mechanisms are in place to ensure that individuals with disabilities who are unable to utilize the electronic application system have the opportunity to apply for position via alternative mechanisms.

3. Hiring:

- Consistent with the Equal Opportunity Statement set forth in Personnel Policy 100, the University hires for all positions without regard to age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.
- Interviews are conducted by a University representative who has received training with regard to equal opportunity and affirmative action obligations and/or non-discrimination and anti-harassment laws.
- Placing an applicant in a specific job in a department is the responsibility of management. All employment decisions are based solely upon the individual's qualifications for, and ability to perform the essential functions of the position being filled, with or without reasonable accommodation.
- If tests are required as part of the interview process, such tests are validated before administering to applicants and are conducted in a non-discriminatory manner.

4. Advancement in Employment:

- The University provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are available to help employees develop skills that will lead to advancement.
- The University's program of career development enables all employees to identify and designate career paths and positions for which they wish to be considered. Employees are encouraged to contact their supervisor and/or Human Resources should they desire information relative to another position within the University.

5. Terminations:

When terminations or reductions in force are necessary, the University makes its decisions without regard to protected status.

6. Compensation:

- The University reviews on an annual basis (and periodically on a group or individual basis) its compensation practices to ensure equitable pay practices. If inequitable salary differences between men and women or non-minorities and minorities are discovered, the University takes steps to assess and determine whether such differences are the result of legitimate, nondiscriminatory factors (e.g., tenure, time in job, performance, education, prior experience, specialty, etc.). Where appropriate, and where review supports an adjustment, necessary salary adjustments are undertaken.

7. Provision of Reasonable Accommodations for disabled persons:

- The University is committed to providing reasonable accommodations to disabled persons to ensure equal access to employment and to all benefits associated with employment, at no cost to the employee.
- The University encourages disabled persons who require a disability-related work accommodation to request an accommodation by speaking with a supervisor, a Human Resources Business Partner or other appropriate HR Representative (e.g., Return to Work Program personnel), or by completing the on-line accommodations request form available at www.rochester.edu/eoc.

8. Contractors and Unions:

- Contractors, subcontractor and unions are advised of the University's equal opportunity, affirmative action, and anti-discrimination policies, and applicable contracts will include required equal opportunity and affirmative action language.

9. Recordkeeping:

- The University retains records for all job applicants who have expressed interest in a particular position, possess the basic qualifications for the position, and were considered for the position, for a minimum of three (3) years. Applicant records retained include; job descriptions, job postings and advertisements, resumes/curriculum vitae, all correspondence and interview notes, emails pertaining to applicants, ranking sheets, etc.
- The University attempts to collect and will maintain, once collected, records containing demographic information (race, ethnicity, gender, disability and veteran status) of applicants and employees, as required by governmental regulations at various points in the hiring and employment process.

10. Audit and complaints:

- At least annually, and as needed, the University conducts a workplace analysis by job group of hiring, promotion and termination decisions and a utilization analysis to identify potential disparities in recruitment and employment based on race, gender, or disability. The University also establishes, where appropriate, specific goals designed to overcome underutilization and takes other actions to address any potential concerns evidenced by statistical disparities.

See also:

Policy 100 (General Personnel Policy Statements)
Policy 106 (Policy against Discrimination and Harassment)
Policy 133 (Recruitment/Selection), 136 (Termination), and 139 (Transfers/Promotions)
Policy 310 (Staff Education and Development).
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