

UNIVERSITY of



DAYTON

Affirmative Action Policy

Effective Date: August 12, 1992

Approval: May 18, 2015; University President

Maintenance of Policy: Affirmative Action Officer

PURPOSE: The University is committed to policies of affirmative action designed to increase the employment of minorities, women, individuals with disabilities, and protected veterans.

SCOPE: All University of Dayton employees and applicants for employment.

POLICY: The University of Dayton is an affirmative action, equal opportunity employer that prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, disability, and veteran status. All University employment policies, practices and procedures are administered in a manner consistent with our Catholic and Marianist identity.

In pursuance of this policy the University reaffirms its commitment to an Equal Employment and Affirmative Action Program consisting of three basic goals:

1. The analysis of current practices and policies and the adoption of new or revised practices and policies when necessary to ensure the establishment of effective and specific objectives and procedures for equalizing opportunities in each employment unit.
2. The elimination of any practice and the correction of any individual inequity that may discriminate toward minority groups, women, individual with disabilities, and protected veterans.
3. The intensified recruitment and consideration of minority group members and women to ensure that candidates and employees with appropriate qualifications, potential, and responsibilities are afforded equal opportunity for selection, training, and promotion, and will be compensated without discrimination due to race, sex, disability, veteran status, or any other illegal discrimination ground.

REFERENCE DOCUMENTS:

1. University of Dayton Nondiscrimination and Anti-harassment Policy

POLICY HISTORY:

Approved in its original form: August 12, 1992;

Approved as amended: March 15, 1994;

Approved as amended: October 16, 1998;

Approved as amended: October 21, 2000;

Approved as amended: May 13, 2005;

Approved as amended: February 24, 2014

Approved as amended: May 5, 2015

Approved as amended: May 18, 2015

Affirmative Action Policy, (continued)

POLICY (continued):

It must also be recognized that as a federal government contractor, the University must have an Affirmative Action Program that is acceptable to the appropriate federal agencies. This program not only monitors hiring policies to ensure equal employment but also acts as a vehicle for determining any deficiencies in the area of employment. In addition, those subcontractors hired by the University are bound by these same regulations.

While more specifically stated in the above policy these goals are inherent in the governing documents of the University, which affirm the living traditions of Catholicism and the Society of Mary. It follows then, that each individual having the authority to make recommendations for the appointment and promotion of academic, administrative, and staff positions is charged, both ethically and legally, with the responsibility of assisting in placing qualified members of minority groups and women in the mainstream of University employment.

By rising to the challenge of this Affirmative Action and University Employment Policy the University is responding to the intent and spirit of its tradition and beliefs.

Affirmative Action for Persons with Disabilities and Protected Veterans

As a federal government contractor with contracts in excess of \$10,000, the University of Dayton complies with Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, as well as various Ohio laws and does not discriminate against individuals with disabilities and veterans.

The University takes affirmative action to employ and advance persons in the above categories and includes an Affirmative Action clause covering these individuals in every contract.

The University of Dayton prohibits unlawful discrimination against a qualified employee or applicant on the basis of a disability or veteran status and will take affirmative action to employ, promote, and otherwise treat in a nondiscriminatory manner all qualified individuals in employment practices, including but not limited to hiring, promoting, demoting, transferring, recruiting, advertising, terminating and compensating.

The University invites employees with disabilities and/or veterans to self-identify so that they may be included in the Affirmative Action Plan. This can be done by informing the Office of Human Resources at any time. This information may also assist the University in placing employees in appropriate positions and making accommodations for disabilities.

Individuals with disabilities and disabled veterans can assist the University by stating (1) any special methods, skills and procedures which qualify them for positions that they might not otherwise be able to do because of a disability and (2) the reasonable accommodations the University could make which would enable them to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, the modification of nonessential duties relating to the job, or other reasonable accommodations as required by law. As self-identification is voluntary and confidential, an applicant or employee will not be subject to adverse treatment should s/he refuse to participate. The information gathered will only be used in accordance with applicable laws and regulations.

While the Provost and the Vice President for Human Resources oversee the employment and personnel processes of the total university, the Affirmative Action Officer is charged with the responsibility of monitoring and implementing the policy.

Affirmative Action Policy, (continued)

POLICY (continued):

Reporting

Any employee who believes that a violation of this policy has occurred should notify the Affirmative Action Officer in the Office of Compliance and Affirmative Action. If upon review of the complaint other policy violations are suspected, the Affirmative Action Officer will route the complaint for review by other departments as necessary.