



Angelo State University
Operating Policy and Procedure

OP 52.15: Equal Employment Opportunity

DATE: December 2, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish an Equal Employment Opportunity (EEO) policy in compliance with applicable federal and state laws.

REVIEW: This OP will be reviewed in November of each year by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by December 15 of the same year.

POLICY/PROCEDURE

1. Policy

Angelo State University will not tolerate discrimination or harassment against any employee or applicant for employment because of sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics.

Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or through electronic means.

Harassment is verbal or physical conduct that shows hostility toward an individual because of sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics when such conduct is sufficiently severe or persuasive that it has the purpose or effect of unreasonably interfering with an individual's academic or work performance, adversely affects an individual's employment opportunities, or creating a hostile academic or work environment. See [OP 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure](#) for more information.

2. Affirmative Action

Angelo State University is committed to building a diverse workforce and community. To achieve this goal, the university takes affirmative action as required by Executive Order 11246 to hire and advance qualified minorities and women, as well as individuals with disabilities and protected veterans. See [OP 16.01 Affirmative Action Plan](#) for more information.

The university will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics. Such action shall include, but is not limited to, the following transactions: promotion, upgrading, demotion or transfer; recruitment or recruitment advertising, employment; lay-off or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship.

3. Angelo State University's Commitment to Equal Employment Opportunity

The university president, as chief executive officer, fully supports equal employment opportunity and firmly commits the university to the policy of equal employment opportunity in all facets of the university's programs and activities. To ensure full implementation of this policy, the university will:

- a. Recruit, hire, train, and promote persons in all job titles without regard to sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics;
- b. Base decisions on employment so as to further the principle of equal employment opportunity;
- c. Ensure that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- d. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, and university-sponsored training will be administered without regard to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics.

The director of human resources is the Equal Employment Opportunity Officer for Angelo State University. The Equal Employment Opportunity Officer will monitor all personnel actions at Angelo State University and will submit periodic reports to the president of the university to ensure compliance with this policy.

4. Procedure for Filing a Grievance

University employees or applicants for employment who feel they may have been discriminated against based on their classification as protected by applicable laws may file a discrimination-related grievance in accordance with [OP 16.02 Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws](#) and [OP 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure](#). Please refer to those policies for further information regarding general provisions and reporting procedures.

Filing a discrimination grievance with the university does not preclude an employee or applicant from filing with the federal equal employment opportunity commission or other appropriate external agencies.

5. Retaliation Prohibited

Retaliation is strictly prohibited against a person who files a discrimination or harassment grievance, opposes a charge, or testifies, or assists or participates in an investigative proceeding or hearing. Retaliation includes, but is not limited to threats, intimidation, reprisals, and/or adverse actions related to an individual's employment or education. The University will take appropriate steps to assure that a person who is in good faith reports, complains about, or participates in an investigation pursuant to this regulation will not be subjected to retaliation.

6. Equal Employment Training

Pursuant to state legislation, all new employees must attend EEO non-discrimination training no later than thirty (30) days after the date of hire and receive supplemental training every two (2) years. New employees will receive the initial training through new employee orientation. Employees are required to sign a statement that verifies completion of this training. These signed statements will be recorded in the employee's personnel file.

Additional information will be disseminated through EEO training sessions, the distribution of EEO material, and the placement of EEO federal and state posters at various locations throughout the campus. Information about the university's EEO policy can also be obtained from the Office of Human Resources.

7. Responsibility for Compliance

It is the responsibility of all university employees and management personnel to comply fully with all provisions of the laws, statutes, executive orders, legislative acts, federal guidelines, and pertinent case law, which form the equal employment opportunity policy of the university. In addition, the director of human resources, as the Equal Employment Opportunity Officer, has the authority to monitor, investigate and review processes, programs and policies to ensure compliance with this policy.

8. Non-discrimination Laws and Statutes

Angelo State University supports and is committed to equal employment opportunity and will comply with the following federal and state laws and statutes:

- a. Executive Order 11246, as amended, Office of Federal Contract Compliance Programs;
- b. Fair Labor Standards Act;
- c. Equal Pay Act;
- d. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; and as amended by the Pregnancy Discrimination Act of 1978;

[Minor revision: December 2, 2020]

- e. Age Discrimination in Employment Act;
- f. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA);
- g. Comprehensive Health Manpower Act of 1971;
- h. Title IX of the Education Amendments of 1972;
- i. Rehabilitation Act of 1973, as amended;
- j. Vietnam Era Veterans Readjustment Assistance Act of 1974;
- k. Immigration Reform and Control Act of 1986;
- l. Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA), as amended;
- m. Civil Rights Act of 1991;
- n. Family and Medical Leave Act of 1993;
- o. Uniformed Services Employment and Reemployment Rights Act 1994;
- p. Texas Commission on Human Rights Act of 1983;
- q. Texas Workers Compensation Act; and
- r. Texas Labor Code, Chapter 21, Employment Discrimination.
- s. The Pregnancy Discrimination Act

The university expects all members of the university community to comply with all federal and state laws.

8. Forms and Procedures

All related forms and procedures are available on the Office of Human Resources website at: http://www.angelo.edu/dept/human_resources/