



ADMINISTRATIVE MANUAL

Equity and Diversity

Policy 103

1.0 PURPOSE:
To establish procedures related to the implementation of an Equal Opportunity Employer protocol.

2.0 REFERENCES:
Title VII of the Civil Rights Act of 1964, as amended
The Equal Pay Act of 1963, as amended
The Age Discrimination in Employment Act of 1967
The Vietnam Era Veterans Readjustment Assistance Act of 1974
The Americans with Disabilities Act Amendments Act of 2008
The Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
Genetic Information Nondiscrimination Act of 2008

3.0 POLICY:
Associated Students, Inc. (A.S.I.) is an equal opportunity employer and makes employment decisions on the basis of merit. A.S.I. wants to have the best available persons in every job. A.S.I. policy prohibits unlawful discrimination based on race, color, religion, sex, marital status, age, national origin, physical or mental disability, medical condition, pregnancy, veteran status, sexual orientation genetic information, gender identity, gender expression or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

A.S.I. is committed to complying with all applicable laws providing equal employment opportunities to individuals regardless of race, color, creed, religion, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, veteran status or sexual orientation. This commitment applies to all persons involved in the operation of A.S.I. and prohibits unlawful discrimination by any employee of A.S.I., including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, A.S.I. will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, who is an applicant or an employee unless undue hardship would result.



4.0 DEFINITIONS:
Underrepresented Groups as presently identified as:

- ◆ Asian American/Pacific Islanders
- ◆ Native Americans
- ◆ Hispanic Americans/Latino/as
- ◆ African Americans/Black
- ◆ Women
- ◆ Veterans
- ◆ Persons with Disabilities
- ◆ Gays/Lesbians/Bisexuals/Transgender

5.0 PROCEDURES:

5.1 **Recruitment.** All positions are subject to the following equal opportunity employer advertising requirements:

5.1.1 Advertisement to the campus via an “Employment Opportunities” flyer

5.1.1.1 All advertisements will include the following statement:

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, religion or other personal characteristics or beliefs.

An Equal Opportunity Employer

5.1.2 Upon request, reasonable accommodation will be provided to qualified individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship

5.1.3 Advertisement in a newspaper of general distribution that has proven circulation designed to reach an ethnically diverse population or underrepresented group.

5.1.4 An “Employment Opportunities” flyer shall be sent to various community action agencies, public agencies, professional organizations and other identified groups designed to reach an ethnically diverse population or underrepresented group.

5.1.5 All positions shall be open for a minimum of two (2) weeks with a preference for up to four (4) weeks or more for management level positions.

5.1.6 The position of Executive Director of Associated Students must be advertised nationally and must be open for recruitment for a minimum of four (4) weeks.

5.1.7 Exceptions to the above may be made subject to written justification which is approved by the A.S.I. Personnel Committee. Exceptions shall be granted on an emergency basis only.

5.2 **Selection.** The Executive Director, in consultation with the Personnel Committee, shall assure that candidates for employment are selected on job related criteria and are asked only job-related questions.



- 5.3 **Termination.** Employment with A.S.I. shall be on an “at-will” basis. The Executive Director, in consultation with the Personnel Committee, shall review all requests/recommendations to terminate/layoff employees to assure that an employee is not released based upon an unlawful category.

