

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Grambling State University (GSU) is committed to compliance with state and federal laws and regulations providing for equal employment opportunity, equal education opportunity and affirmative action without regard to race, color, religion, gender, age, national origin, disability, veteran status, or any other non-merit factors.

Grambling State University will make all decisions regarding recruitment, hiring, promotion, transfer, suspension, termination, layoff, and all other terms and conditions of employment without discrimination on the basis of race, color, sex, age, national origin, veteran status, disability, or other factors which cannot lawfully be the basis for an employment decision. The university makes reasonable accommodations to the religious observances and national origin practices of an employee or prospective employee. Grambling also makes reasonable accommodations to the physical and mental limitations of a disabled veteran or non-veteran employees or applicant unless such accommodations place undue hardship on the successful operation of the University.

Through its Affirmative Action Plan, Grambling State University commits itself to satisfying legal obligations as well as to the affirmative responsibilities set forth in the following laws and regulations:

1. Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972. Grambling State University does not discriminate with respect to any condition of employment, or against any applicant for employment regarding race, color, gender, religion, or national origin.
2. Title IX of the Education Amendments of 1972 and the implementing regulations. Grambling State University provides educational, vocational, and employment opportunities to all persons without regard to gender.
3. In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations. Grambling State University does not discriminate on the basis of disabilities in providing educational, vocational and employment opportunities to all persons.
4. Americans with Disabilities Act of 1990. Those protected by the ADA include but are not limited to persons with such conditions as: hearing, speech

and visual impairments, paraplegia and epilepsy, past alcohol use, past drug use and AIDS if there is no direct threat to the health and safety of others. Grambling State University will take affirmative action to ensure that the provisions of this Act are implemented at all levels of administration.

Applicant and Employee Reasonable Accommodation Policy

It is the policy of Grambling State University (GSU) to fully comply with the reasonable accommodation requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Under the law, our institution must provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. GSU is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at GSU. GSU provides reasonable accommodations as follows:

- When an applicant with a disability needs an accommodation in order to be considered for a job;
- When an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and
- When an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

GSU will process request for reasonable accommodations and, where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner.

In order to effectuate this policy, the President has designated the Equal Employment Opportunity/Wage & Salary Officer with the administrative responsibility for the program. Persons needing reasonable accommodations provided by the Americans with Disabilities Act or the Rehabilitation Act of 1973 should contact the Equal Employment Opportunity/Wage & Salary Office/

5. The Age Discrimination in Employment Act (ADEA) of 1967 and its implementing regulations. Grambling State University does not discriminate in providing educational, vocational, and employment opportunities to all persons regardless of age.

6. Equal Pay Act (EPA) of 1963, which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.
7. Executive Order 11246, as amended by Executive Order 11375 and 12086.
8. Title VII and VIII of the Public Health Service Act, as amended.

Retaliatory words or behaviors that punish or threaten to punish a complainant for making a good faith complaint under this policy or retaliation against witnesses assisting in an investigation of a complaint is expressly prohibited by this policy.

Any questions regarding this policy or a specific situation should be addressed to the appropriate supervisor or the Equal Employment Opportunity/Wage & Salary Officer.

Grambling State University reaffirms its policy of administering all of its employment, educational programs and services in a manner which does not discriminate because of a student's or a prospective student's race, age, color, religion, gender, national origin, disability or other factors which cannot lawfully be the basis for provision of such services.

The university is committed to this policy because it is our belief that it is morally right; it is good personnel management, and is legally required.

Dr. Horace A. Judson
President

Date

DESIGNATION OF RESPONSIBILITY

II. DESIGNATION OF RESPONSIBILITY

The ultimate responsibility for the development and implementation of Grambling State University's Affirmative Action Plan rests with the President as Chief Executive Officer of the University. The President has delegated the specific authority to the Equal Employment Opportunity/Wage & Salary Officer.

Under authority delegated by the President, the Equal Employment Opportunity/Wage & Salary Officer assumes the responsibility for the development and coordination of the Affirmative Action Plan.

Implementation is the shared responsibility of Vice Presidents, Deans and Department heads involved in recruiting, interviewing, hiring, promoting, terminating, and supervising University personnel.

The responsibility of the Equal Employment Opportunity/Wage & Salary Officer shall include, but not be limited to:

1. Review and monitor, through periodic reports from all units, procedures for recruiting (including position announcements and advertising), hiring, promoting, salary increases, granting of tenure, and dismissals to assure that all employment and educational practices are conducted in a manner which does not unlawfully discriminate.
2. Advise and work with Vice Presidents on ways to prevent deficiencies in Affirmative Action from occurring in their units.
3. Report procedures and develop and recommend additions and improvements to the Affirmative Action Plan.
4. Maintain availability data.
5. Assure that there is an annual review of all employment tests, as well as the criteria used for promotions, salary increases, and the granting of tenure.

6. Serve as respondent to allegations of discrimination brought against the University.
7. Provision of assistance to administrators with the collection and analysis of employment and availability data and the establishment of goals and timetables.
8. Review and revision of grievance procedures for individuals alleging discrimination.
9. Review and monitor all actions to assure that Affirmative Action is applied to each area of student recruitment.
10. Assure completion of general goals, timetables, and work force and utilization analyses.
11. Coordinate training of personnel for compliance with Equal Employment Opportunity Commission's Laws and regulations.
12. Provide the President, the University of Louisiana System Board, the Office of Federal Contract Compliance (OFCC), the Equal Employment Opportunity Commission (EEOC), The Louisiana Civil Service Commission, the Office of Civil Rights, The Department of Justice and other agencies with requested reports and information.

ORGANIZATIONAL PROFILE WORKFORCE ANALYSIS

