



Policy ID: ADM-HUM-3 Minor Revision 2

Title: Equal Employment Opportunity

Description: To establish what equal employment opportunity means.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: To establish the principle of Equal Employment Opportunity at the University.

Policy Statement: Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the University of Central Oklahoma, where employment is based upon personal capabilities and qualifications without discrimination because of actual or perceived race, creed, color, religion, alienage or national origin, genetic information, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

Our leaders are dedicated to this policy and affirm a continuing commitment of embracing and expanding positive programs with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment and at termination, and as it relates to all other terms and conditions of employment.

The University will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. An employee in need of assistance to perform job duties because of a physical or mental condition should advise his or her supervisor and Employee Relations and Development in the Offices of Human Resources.

The University will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on University operations. Employees wanting to request such an accommodation should contact their supervisor and Human Resources.

The Office of Legal Counsel has overall responsibility for this policy and maintains reporting and monitoring procedures. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Offices of Human Resources.

The University will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to corrective disciplinary action as necessary, up to and including termination.

**Glossary of
Terms:**

**Legal
Citation:
Campus
Links:
FAQs:
Formerly
known as:**

Approved 05/31/2011

on:

Effective 05/31/2011

date:

Keyword(s): equal employment opportunity, discrimination, disabilities, beliefs

Last review 09/02/2011

date:

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