CDU Policy I.E.00330 Non-Discrimination in Employment

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00330, dated September 1, 2004

POLICY I.E.00330 Non-Discrimination in Employment

It is the policy of Charles R. Drew University not to engage in discrimination or harassment against any person employed by or seeking employment with the Charles R. Drew University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

A. RETALIATION

Charles R. Drew University also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

B. COMPLAINTS

Information regarding applicable policies and procedures for resolving complaints of discrimination and harassment and for pursuing available remedies is available in HR.

Applicability: Employees, Administrators, and Faculty.

1 Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.
Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

"Genetic information (including family medical history)"

PROCEDURE I.E.00330 Non-Discrimination in Employment

REFERENCES AND RELATED POLICIES

CDU-APM I.E.00330 (Nondiscrimination in Employment)
CDU-APM I.E.00640 (Complaint Resolution)

A. DISCRIMINATION/AFFIRMATIVE ACTION COMPLAINT RESOLUTION

HR has the responsibility for processing all discrimination complaints received from government agencies such as the Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH), Department of Labor (DOL), and the Office of Civil Rights (list not inclusive) according to the procedures outlined below:

1. Upon receipt of a complaint, the original should be forward to HR. A copy shall be forwarded to Campus Counsel, Office of the President, appropriate department manager(s), and campus official(s).
   a) If the complainant is an employee, the Department of Human Resources shall confer with the appropriate department manager(s) and or campus official(s) on the current status of any complaints or actions and to obtain pertinent background information.
   b) If the complainant is an applicant, the Department of Human Resources shall confer with the appropriate hiring manager(s) and or campus official(s) for background information.

2. The Department of Human Resources will investigate the complaint and will have access to all records, department managers, officials and employees.

3. Upon completion of the investigation, the Department of Human Resources will review the findings with Campus Counsel, Office of the President, appropriate department manager(s), and or campus official(s).

4. Depending upon each agency's procedures, the University's response will either be sent directly to the agency, or held in HR until requested. When the response is sent to the agency, copies shall be forwarded to Campus Counsel, Office of the President, the appropriate department manager(s) and campus official(s).

5. If recommendations for resolution of the complaint are to be made at any time during the campus investigation or agency negotiation process, the recommendations shall first be reviewed by Campus Counsel for policy and
procedural implications. The Department of Human Resources will then submit the recommendations for resolution of the complaint to the Department Head.

6. If the complaint is not resolved at the Department Head level, the findings and recommendations will be submitted to campus official(s) and/or Office of the President prior to submission for any further action.

7. Any action taken by the appropriate campus official(s) and/or Office of the President, and any settlement agreement or other type of closure letter, will be disseminated to those persons listed in numbers 1 and 4 above.

Applicability: All Employees and Faculty