OP 40.01: Equal Employment Opportunity Policy and Affirmative Action Program

DATE: July 28, 2015

PURPOSE: Texas Tech University (TTU) has established an Equal Employment Opportunity (EEO) policy and implemented an Affirmative Action Program (AAP) in compliance with federal and state employment laws and Executive Order 11246.

REVIEW: This OP will be reviewed in August of even numbered years by the managing director of the Texas Tech University System (TTUS) Office of Equal Employment Opportunity (EEO) and the vice chancellor and general counsel with substantive revisions forwarded to the chief financial officer and vice president for administration and finance.

POLICY/PROCEDURE

1. Equal Employment Opportunity

   a. Policy

   TTU does not tolerate discrimination or harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic. Employment actions such as hiring, promotion, demotion, transfer, rate of pay, or other forms of compensation, selection for training, and termination shall not be made based on an employee’s protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

   b. Complaint of Discrimination

   Pursuant to OP 40.02, employees may file a grievance pertaining to allegations of discrimination, harassment, and adverse employment actions believed to have been taken on the basis of the employee’s protected status with the TTUS Equal Employment Opportunity Office. The grievance procedure set forth in OP 40.02 is applicable to all employees whether staff, faculty, or student worker. Complaints of discrimination by applicants for employment may be filed directly with the TTUS Office of EEO. Pursuant to Texas Education Code, Section 51.971, the Office of EEO conducts investigations to ensure the institution’s compliance with equal opportunity laws and regulations and institution policies regarding ethics and standards of conduct.
c. Non-retaliation Policy

Retaliation against a person who files a complaint of discrimination or harassment, opposes a charge, testifies, assists, or participates in an investigative proceeding or hearing is strictly prohibited.

d. Training

Pursuant to state legislation, all new employees must attend non-discrimination training within the first 30 days of employment and receive supplemental training every two years. This training includes Sexual Harassment Prevention Training. Employees are required to sign a statement that verifies attendance at this training. The university will maintain records of attendance at the training for each employee.

Employees are informed of the TTU EEO policy through new employee orientations, compliance EEO training sessions, operating policies, which are available online, the Faculty Handbook, and the placement of EEO federal and state posters at various locations throughout the campus. Information about the TTU EEO policy can also be obtained from the TTU Office of Human Resources and the TTUS Office of Equal Employment Opportunity.

2. Affirmative Action Program

a. As a federal contractor, TTU has implemented and maintains an Affirmative Action Program as required by Executive Order 11246.

b. TTU is committed to building a diverse workforce and community. In order to achieve this goal, the institution 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.

c. The TTUS Office of Equal Employment Opportunity oversees the institution’s Affirmative Action Program to ensure that the institution’s equal employment opportunity policies, practices, and procedures are followed and in compliance with federal and state law.

d. The Office of EEO prepares TTU’s written affirmative action plans annually and reviews the AAP to measure effectiveness of the institution’s compliance efforts. Based on a number of quantitative analyses, the AAP evaluates the composition of the workforce compared to the available labor pool and identifies any areas where minorities and women may be underrepresented in the workforce. The institution will develop action-oriented programs designed to correct any problem areas and will make good faith efforts to provide equal employment opportunity.

e. The Office of EEO will work closely with top-level administrators (president, vice presidents, deans, directors, department chairpersons, and other supervisory personnel) to coordinate affirmative action efforts and, when appropriate, to establish goals and objectives, and to expand outreach in order to ensure effective implementation of the institution’s Affirmative Action Program.