

# EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM

**Approved June 1988**

*Last Review May, 2012*

## 1. PURPOSE

The purpose of the UH-Clear Lake Affirmative Action Plan is to develop, maintain, and evaluate specific active measures to provide true equal employment opportunity for all personnel, both academic and support staff. These measures, together with the University's good faith efforts, will insure equal employment opportunity.

## 2. EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the University of Houston-Clear Lake to hire the best-qualified people to perform the numerous and varied tasks associated with providing quality educational services. As an essential part of this policy, the University is dedicated to equal employment opportunity for all employees and does not discriminate because of race, color, sex (including pregnancy), religion, national origin, disability, age, veteran status, genetic information or sexual orientation. Additionally, the System prohibits discrimination in all aspects of employment on the basis of sexual orientation, gender identity or gender expression.

This policy applies to advertising, recruiting, and hiring, and to compensation, promotion and transfer, selection for training, eligibility to participate in fringe benefits programs, and termination of employment, including layoffs and recalls from layoff.

All personnel actions include a review for EEO compliance.

## 3. OBJECTIVES

The basic objectives of the UH-Clear Lake Affirmative Action Program are as follows:

3.1 To insure employment practices which do not discriminate against applicants and employees because of race, color, sex (including pregnancy), religion, national origin, disability, age, veteran status, genetic information or sexual orientation. Additionally, the System prohibits discrimination in all aspects of employment on the basis of sexual orientation, gender identity or gender expression.

3.2 To provide education and training opportunities, when possible and practicable, which enable personnel to qualify for promotion and advancement.

3.3 All new employees will receive EEO training, including sexual harassment, within 30 days after their date of hire. In addition all employees will receive EEO training, including sexual harassment, every two years.

3.4 To establish an internal education program which will increase and maintain the awareness of all administrators and supervisors regarding the requirements of this program and the necessity for their active cooperation.

3.5 To inform concerned individuals about this program through contact with persons and organizations representing racial and ethnic minority groups, females, the disabled, disabled veterans, and Vietnam-era veterans.

3.6 To provide reasonable accommodations to the physical and mental limitations of handicapped individuals and disabled veterans.

3.7 To provide for continuing review and evaluation of policies, procedures, and practices related to equal employment opportunity and affirmative action.

3.8 To insure compliance with applicable state and federal laws and regulations concerning equal employment opportunity.

3.9 To insure availability and awareness of formal grievance procedures and to provide for thorough investigation of complaints.

For more information, contact the Executive Director of Human Resources and Affirmative Action.