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1.4 Equal Employment Opportunity

Saint Mary's College of California

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1.4 Equal Employment Opportunity

Saint Mary's is an equal opportunity employer, and does not tolerate any type of unlawful discrimination. Saint Mary's makes employment decisions on the basis of merit and seeks the most appropriate person for every job, taking into account an applicant's qualifications for the position relative to other candidates, and an indication of willingness to support the traditions of the College, including its Catholic identity.

College policy prohibits discrimination based on race, color, religion, national origin, ancestry, age, sex/gender, sexual orientation, gender identity, marital status, medical condition, physical or mental disability, taking a protected leave (e.g. family medical or pregnancy leave), or on any other basis protected by applicable laws. It also prohibits unlawful discrimination based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics. All such discrimination can be unlawful when it is severe or pervasive enough to affect a reasonable employee's job.

Saint Mary's is committed to complying with all applicable laws providing equal employment opportunities and a workplace free from discrimination and retaliation.

Saint Mary's College, as a Catholic institution dedicated to social justice in its institutional practices, supports equal opportunity employment practices in all its employment policies covering academic and non-academic personnel. On its position announcements, the College states that it seeks faculty who espouse or respect the Catholic tradition. In February 1971, the

College first reaffirmed this general employment policy in a draft statement, which has been since revised from time to time and which now reads as follows:

Equal Employment Opportunity/Diversity Program

All members of the College community should be aware of the College's firm commitment to promote equal employment opportunity for all job applicants. The College is committed to the general policy of non-discrimination on the basis of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age (40 years or older), medical condition, or physical or mental disability and is committed to recruiting and retaining a diverse student and employee population. Accordingly, we wish to affirm the following:

- In recognition of the College's commitment to creating and retaining a diverse employee population, each Dean, director or head of an operating unit is directed to conduct an active search for and to give equal consideration to all applicants regardless of race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, medical condition, or physical or mental disability as employment opportunities become available.
- All proposed personnel changes involving appointments, renewal, promotion or termination will be previewed by the Provost for all faculty personnel, or the Assistant Vice President of Human Resources or designee for all non-faculty personnel. The Assistant Vice President of Human Resources or designee will have the general responsibility for informing Deans, directors and department heads of the College non-discrimination policy and of enforcing that policy.
- All job vacancies will be listed with the Assistant Vice President of Human Resources or designee, who is responsible for announcing all vacancies in such a way that all applicants, including but not limited to minorities, women and the mentally or physically disabled have an equal opportunity to apply and to be considered for vacant positions.
- Since its inception, the College has followed the policy that a Christian Brother, if qualified, may be appointed to any position in the College without a position announcement. With that exception, and a limited list of other allowable exceptions available from the Assistant Vice President of Human Resources or designee, the general policy of the College is that all vacant positions shall be announced publicly.

Section 1. Key Employment Policies and Conditions of Employment

- The College recruits applicants in accordance with all applicable federal and state laws. Adequate records will be maintained to document placement interviews and the results of those interviews.
- All personnel actions such as compensation and benefit decisions, transfers, layoffs and awarding tuition assistance, are administered by the College in a non-discriminatory manner.
- All public college facilities are maintained on a non-discriminatory basis. College students maintain a cultural center in which all members of the College community are invited to participate.
- The College pledges active support, when feasible and consistent with the mission of the College and applicable federal and state law, to local community and national action programs for equal opportunity in employment.
- Notice of this Equal Employment Opportunity policy shall be distributed to members of the College community and equal employment opportunity posters are to be displayed in appropriate areas of the campus.