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APS 5001 - Equal Employment Opportunity and Affirmative Action

PDF Version

Policy Profile

Policy Title:	Equal Employment Opportunity and Affirmative Action
APS Number:	5001
Effective:	January 1, 2011 (Revised September 17, 2013)[1]
Approved by:	President Bruce D. Benson
Responsible University Officer:	Chief Human Resources Officer and Senior Associate Vice President
Responsible Office:	Chief Human Resources Officer and Senior Associate Vice President
Policy Contact:	Chief Human Resources Officer and Senior Associate Vice President
Supersedes:	Affirmative Action, Title IX, and Section 504 Programs, November 27, 1989
Last Reviewed/Updated:	January 1, 2011
Applies to:	All employees of and applicants for employment at the University of Colorado

Policy Snapshot

Brief Description: Affirmation of the University of Colorado?s commitment to ensuring equal employment opportunity in all employment practices and to take affirmative action with respect to qualified individuals from underrepresented groups.

Reason for Policy: Affirmation of the University of Colorado?s commitment to ensuring equal employment opportunity in all employment practices and to taking affirmative action with respect to qualified individuals from underrepresented groups. This policy outlines the responsibilities of the Affirmative Action Officer and of all levels of management on each campus and at System Administration in ensuring equal opportunity and affirmative action in employment matters.

I. Introduction

This administrative policy statement (APS) affirms the University of Colorado?s commitment to ensuring equal employment opportunity in all employment practices for all employees and applicants for employment at the University of Colorado, and taking affirmative action with respect to qualified individuals from underrepresented groups.

II. Policy Statement

A. The University of Colorado ensures equal employment opportunity for all employees and applicants for employment at the University of Colorado.

   In accordance with applicable federal and state law, and Article 10 of the Laws of the Regents, the University of Colorado does not engage in employment discrimination against any employee or applicant for employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.[1]

   The University of Colorado ensures nondiscrimination in employment matters pursuant to the following federal and state laws: Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I and V of the Americans with Disabilities Act of 1990, as amended, Sections 501 and 505 of the Rehabilitation Act of 1973, the Civil Rights Act of 1991, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and Colo. Rev. Stat. § 24-34-401 et seq.

   In addition, the University of Colorado takes affirmative action to employ and advance in employment qualified women, people of color, individuals with disabilities, and veterans. The University of Colorado takes affirmative action pursuant to its obligations as a federal contractor under the following federal laws and regulations: Executive Order

11246, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the federal regulations found at 41 CFR §§ 60-2, 60-250, 60-300 and 60-741.

B. Affirmative Action
C. In order to ensure compliance with the federal laws and regulations cited above and the success of the University of Colorado?s affirmative action programs, each University of Colorado campus Chancellor and the President for System Administration will:

1. Assign responsibility and accountability for their campus?s or System Administration?s affirmative action program to an individual who possesses the necessary authority and resources and the support of and access to top management. This individual, hereinafter the Affirmative Action Officer, will be responsible for:
    a. Developing, implementing, and updating on an annual basis a written Affirmative Action Plan (AAP) that outlines the steps that campuses or System Administration will take and have taken to ensure equal employment opportunity in the employment process.
    b. Setting affirmative action goals for the campus or System Administration and monitoring the progress made toward achieving those goals.
    c. Advising all levels of management (including division heads, deans, faculty chairs, department directors, and other employees with supervisory responsibilities) about affirmative action goals set in their areas and collaborating with management to develop action-oriented initiatives to meet those affirmative action goals.
    d. Maintaining awareness of and ensuring compliance with this APS, and any related campus or System Administration-specific policy, by faculty and staff.
    e. Reviewing and providing guidance on employment processes, including but not limited to recruitment, selection, promotion, separation, and compensation practices, to ensure that equal access is afforded to all qualified individuals.
    f. Serving as a liaison to and handling audits by federal enforcement agencies.
    g. Acting as a campus or System Administration resource and educator on affirmative action issues.
2. Ensure that all levels of management at each campus or System Administration:
    a. Inform their employees of the existence of this policy and any related campus or System Administration-specific policies, and affirm their commitment to the University of Colorado?s goal of creating and maintaining a diverse workforce at each of its locations.
    b. Make employment decisions that are consistent with this policy and any related campus or System Administration-specific policy.
    c. Work with their Affirmative Action Officer to learn about any affirmative action goals that have been set in their area and assist the Affirmative Action Officer in implementing action-oriented initiatives to meet those goals.
    d. Educate and encourage employees to bring protected class discrimination, harassment, equal employment opportunity, and affirmative action concerns

to the attention of management and the individual or office at each campus or System Administration charged with investigating and/or resolving complaints of this nature, and ensure that no individual is subject to retaliation for bringing such concerns forward.

III. Related Policies, Procedures, Forms, Guidelines and Other Resources

A. Related Policies

- UCB - Equal Employment Opportunity/Affirmative Action Policy
- UCD - Chancellor's Equal Opportunity Policy Statement
- UCCS - University of Colorado at Colorado Springs Commitment to Affirmative Action/Equal Opportunity Policy

IV. History

- Initial policy date October 1, 1976, superseded by policy dated November 27, 1989.
- Section II.A. was revised on September 17, 2013 to be consistent with changes adopted by the Board of Regents on September 17, 2013 to include gender identity, gender expression, political affiliation, and political philosophy as part of Article 10 of the Laws of the Regents relating to its nondiscrimination statement.

V. Key Words

Equal opportunity

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1. a. b. This section was revised to be consistent with changes adopted by the Board of Regents on September 17, 2013 to include gender identity, gender expression, political affiliation, and political philosophy as part of Article 10 of the Laws of the Regents relating to its nondiscrimination statement.

Attachments:
Video:
Images:
Groups audience:
Office of Policy and Efficiency (OPE)

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