EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY

1.0 INTRODUCTION

Equal employment opportunity is a legal, social, and economic necessity for the nation and its institutions, including this university. The University of Wisconsin-Stout carries out its Equal Employment Opportunity/Affirmative Action (EEO/AA) responsibilities in accordance with:

- UW System EEO policies, Chapter 230 of the Wisconsin Statute, Chapter 111.372(1)(a), Wis.Stats,
- The Wisconsin Fair Employment Law,
- State of Wisconsin Executive Order 28, and
- The following federal EEO/AA laws and executive orders, as amended:

2.0 STATEMENT OF POLICY

2.1 It is the policy of the University of Wisconsin-Stout to ensure the active and positive implementation of federal, state, University of Wisconsin System, and local EEO/AA laws, executive orders, policies, guidelines, plans, rules, and regulations in all aspects of employment and personnel activities and transactions of the university.

2.2 The university is committed to nondiscrimination in its employment practices and to equal employment opportunity for all persons regardless of race, religion, creed, color, national origin, ancestry, age, sex, marital status, pregnancy, sexual orientation, use or nonuse of lawful products off the employer’s premises during nonworking hours, genetic testing, gender identity or expression, political affiliation, arrest or conviction record, physical disability, mental disability, veterans’ status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state. Retaliation is also a form of discrimination and is therefore prohibited.

2.3 The university is committed to implementing affirmative action in order to overcome the effects of past discrimination and to provide equal employment opportunities. The university recognizes the need to take affirmative action where underutilization exists in certain job groups for racial/ethnic minorities, and females, in student, classified, LTE, project, and/or unclassified positions.
2.4 The faculty and staff of the university, involved in shared governance decision making, will undertake good faith efforts for affirmative action and equal employment opportunity of all personnel actions in which individual faculty and staff participate in making recommendations and/or decisions.

2.5 The university prohibits harassment by supervisors or co-workers on the basis of race, religion, creed, color, national origin, ancestry, age, sex, marital status, pregnancy, sexual orientation, use or nonuse of lawful products off the employer’s premises during nonworking hours, genetic testing, gender identity or expression, political affiliation, arrest or conviction record, physical disability, mental disability, veterans’ status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state.

2.6 The university will maintain an affirmative action office and director. The affirmative action director will serve as a resource for the affirmative action advisory committee and other institutional groups legitimately concerned with affirmative action. The affirmative action director will address the needs of both classified and unclassified personnel.

3.0 RESPONSIBILITY FOR IMPLEMENTATION

3.1 The university vests primary responsibility for affirmative action with the Chancellor, division administrators, and related administrative and supervisory personnel through the development and implementation of its affirmative action plan. Performance evaluations of institutional administrators will include an assessment of their attention to and support of affirmative action.

3.2 The director of affirmative action will monitor and evaluate the implementation of the AA Plan and will serve as a resource to university groups concerned with equal employment opportunity and affirmative action.

4.0 POLICY IMPLEMENTATION

4.1 The university will examine periodically all employment policies, practices, and procedures for evidence of discrimination on the bases listed in Section 2.2, and will take remedial action to correct any discrimination found to exist.

4.2 The university will implement affirmative action in all terms, conditions, and privileges of employment including, but not limited to, recruitment, testing, certification, hiring, training, transfers, promotions, retention, fringe benefits, compensation, layoffs, disciplinary actions, terminations, and committee appointments.

4.3 The university will maintain a written affirmative action plan for the recruitment, employment, and promotion of women and minorities and monitor both hiring and termination for non-discrimination in accordance with System affirmative action guidelines and federal and state laws. The university will make the plan readily available for distribution and publication. The plan will be updated annually.
4.4 The university will maintain an affirmative action advisory committee composed of faculty, academic staff, classified employees, and students to advise the administration on affirmative action needs and concerns and to assist the affirmative action director in designing and implementing programs.

4.5 Upon the request of an employee, the university will provide reasonable accommodations for persons with disabilities to ensure equal access to employment.

4.6 Upon request of the employee, the university will provide reasonable accommodations for religious observances and practices.

5.0 COMPLAINT/GRIEVANCE PROCEDURE

5.1 The university will provide information in the UW-Stout Faculty, Academic Staff and Limited Appointees Handbook, the Student Handbook, and the Classified Handbook about the complaint/grievance procedure.