

UW Extension

Equal Opportunity Policy No: EO 001

Subject: Equal Opportunity/Affirmative Action Policy
(Employment and Programs)

Date Effective: April 1, 1976 (revised September 1, 1984)
Executive Council Approval: April 1, 1976
Chancellor Approval: (signature on original copy)

PURPOSE

The University of Wisconsin-Extension, through the Board of Regents, and in accordance with all federal and state statutes, regulations, and executive orders has established its commitment to equal opportunity and affirmative action in employment and its programs. As a federal contractor, UW-Extension has an obligation to protect the employment rights of qualified individuals, and to provide redress against discrimination on the basis of *race, color, religion, national origin, ancestry, sex, age, disability, sexual orientation, marital status, political affiliation, arrest or conviction record, identity as a veteran, disabled veteran, Vietnam Veteran, or any component of the military forces of the United States or this state.*

UW-Extension has adopted an affirmative action program designed to promote the inclusion of minorities and women in all levels of employment, responsibility, and authority throughout the institution, representative of their availability in the relevant labor markets. In addition, UW-Extension shall develop positive action to insure program expansion to under-represented audiences.

POLICY

It is the policy of the University of Wisconsin-Extension to be an equal opportunity and affirmative action employer. UW-Extension is committed to the full participation of members of protected groups, creating a diverse workforce representative of the labor markets consistent with the provisions of the Civil Rights Act of 1964, as amended, 41 CFR § 60.1.10, Vietnam Era Veterans Readjustment Act of 1974, the Rehabilitation Act of 1974, the Americans with

Disabilities Act of 1990, and the Education Amendments of 1972 to the Higher Education Act of 1965. UW-Extension will promote the full realization of equal opportunity for minorities,

women, persons with disabilities, disabled veterans, and Vietnam Era veterans through a comprehensive affirmative action program.

It is the policy of UW-Extension that all deans, directors, managers, administrators, department/unit heads, supervisors or anyone having responsibility for official personnel actions shall be evaluated upon their good faith efforts in the recruitment and selection of women and minorities for positions in which they are underrepresented. These individuals are responsible and accountable for attaining the goals and objectives outlined in the Affirmative Action Plan and for its implementation, within their units and all units reporting to them.

This policy covers all aspects of the employment relationship, including but not limited to recruitment, hiring, assignment and duties, promotion, tenure, compensation, selection for training, and termination. In regard to education, it is UW-Extension policy that no person will be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity on the basis of sex. The policy applies to all units and governs employment of all employees of the University of Wisconsin-Extension.

All policy-making activities of UW-Extension, including those associated with planning, policy or advisory groups shall be models of equal opportunity and affirmative action. UW-Extension programs and activities shall be conducted in a manner free of discrimination. The use of any UW-Extension resources shall be undertaken in a nondiscriminatory manner. UW-Extension shall include in all of its contracts provisions that the contractor/subcontractor will comply with the non-discrimination provisions of federal and state civil rights laws as a condition of doing business with UW-Extension.

UW-Extension recognizes that disparate impact in the basis of race, color, sex/gender, religion, age, national origin, and disability are inherently suspect and that disparate treatment on any such basis is intolerable discrimination. It is the policy of UW-Extension to identify employment practices or activities which, though neutral in form, have adverse effects on members of protected groups. Such practices that cannot be justified on the basis of business necessity (not merely business convenience) will have to be eliminated.

Harassment of employees by supervisors or co-workers on the basis of sex, race, national origin, age, disability or other protected status is prohibited by the federal government, the state of Wisconsin and UW-Extension. It is the policy of the institution to prevent and eliminate forms of unlawful harassment and retaliation in employment and educational settings.

UW-Extension is committed to providing reasonable accommodation for disabled individuals to insure equal access to employment and programs. Also UW-Extension will provide reasonable accommodation for religious practices upon request.

GENERAL GUIDELINES AND PROCEDURES

The administration, faculty and staff of UW-Extension are committed to and affirm support of the principle of equal employment opportunity. Each employing and programming unit is expected to undertake affirmative action to achieve equal opportunity for protected group members and members of underrepresented clientele. All employees are expected to rededicate themselves to the principles embodied in this policy.

Responsibility for the affirmative action program rests with the Chancellor of UW-Extension. The Chancellor has assigned responsibility for promoting progress in equal employment opportunities and affirmative action to the Assistant to the Chancellor for Equal Opportunity and Diversity Programs, who will monitor and evaluate affirmative action progress on a regular basis.

Deans, directors, administrators, managers, supervisors, all hiring authorities and faculty members throughout UW-Extension share in this responsibility and are assigned specific responsibility to provide equal employment opportunity and affirmative action for applicants, employees, clientele/students and volunteers without regard to race, color, sex/gender, religion, national origin, ancestry, age, disability, marital status, political affiliation, arrest or conviction record, identity as a veteran disabled veteran, Vietnam Veteran or any other military status.

Grievance procedures are available for faculty, academic staff, and classified staff, alleging discriminatory treatment. Copies of procedures are available in the UW-Extension Faculty Policies and Procedures, Academic Staff Policies and Procedures, union contracts, and the Affirmative Action Programs Office. Retaliation against an employee, applicant or any person exercising their rights under these policies is also a form of discrimination which is against the law and will not be tolerated.

Copies of employee grievance procedures are available in the Faculty Policies and Procedures and the Academic Staff Policies and Procedures. Notices of fair employment and civil rights and procedures are posted at the various personnel offices as well as in some employing units and employee common areas.

Inquiries, requests for information or assistance, and grievances should be directed to:

Director
Office of Equal Opportunity and Diversity Programs
501 Extension Building
432 N. Lake Street
Madison, Wisconsin 53706
608/262-0277