

SECTION: **POLICY STATEMENT - EMPLOYMENT**

SUBJECT: **FAIR EMPLOYMENT PRACTICES**

PURPOSE: To provide a fair employment practices policy that is consistent with the California State University Board of Trustees policies and guidelines set by the Chancellor.

EFFECTIVE DATE: April 25th, 2018

HISTORICAL:

**I. BACKGROUND**

The Board of Trustees of the California State University has issued and adopted “The California State University and Colleges Policy Statement of Nondiscrimination and Affirmative Action in Employment” in resolution, RFSA-7-80-14. Auxiliary organizations are obliged to adopt similar employment procedures consistent with this policy and system wide operational guidelines established by the Chancellor. Executive Order No. 1088 prescribes system wide guidelines for nondiscrimination and affirmative action programs in employment.

Each auxiliary organization must adopt its own nondiscrimination and affirmative action employment procedures. Each auxiliary governing board has the flexibility to tailor the detail and complexity of its procedures in accordance with its needs. However, the general thrust of these procedures must be “consistent with” the Board of Trustees policies and guidelines set by the Chancellor.

The Board of Directors of the Otter Student Union (“OSU”) adopts this policy to demonstrate its support for diversity and the need to promote tolerance and compassion, as well as to satisfy and to comply with guidelines and regulations of prospective donors.

**II. POLICY**

**Nondiscrimination**

The OSU is committed to providing equal employment opportunity to all applicants and employees regardless of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, gender identification, marital status, pregnancy, age, physical or mental disability, medical condition (including, but not limited to cancer and AIDS), height and weight, veterans or Vietnam era veterans with disabilities, or any other protected characteristic under law which is not a bona fide occupational qualification for a particular job. Retaliation against

individuals, who have or are believed to have filed a discrimination complaint, opposed a discriminatory act or participated in a discrimination investigation or proceeding, is prohibited. With regard to qualified individuals with a disability or medical condition, the OSU shall, upon request, provide reasonable accommodation so that they may perform essential duties of their jobs, unless doing so would impose an undue hardship on the OSU.

Employment, retention and advancement of employees shall be based on merit and be responsible to the needs of the OSU for quality and excellence.

### **Affirmative Action**

The OSU is committed to promote employment opportunities for women, members of minority groups, individuals with disabilities, and veterans and veterans of the Vietnam era with disabilities. All employment decisions shall be based on a fair and equitable assessment of merit – an assessment of the individual's talents, skills, knowledge, ability to do the work assigned, and potential. Those judged to be the best qualified on the basis of realistic and reasonable qualification requirements should be retained and advanced. Any barriers to equal employment opportunity shall be identified, and positive measures shall be taken to remove them, and to eliminate the underutilization of women, ethnic minorities, individuals with disabilities, and veterans and veterans of the Vietnam era with disabilities in occupations and at certain salary levels.

### **III. SCOPE OF POLICY**

This policy applies to all terms, conditions, and privileges of employment, including hiring, training, promotion, demotion, transfer, compensation, layoff and termination.

### **IV. IMPLEMENTATION**

Management is authorized to establish written procedures to implement this policy. The Board shall receive at least an annual report on the status of OSU employment efforts in the implementation of this policy.