TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 51.01, Equal Employment Opportunity Policy and Affirmative Action Program

PURPOSE: Texas Tech University Health Sciences Center (TTUHSC) has established an Equal Employment Opportunity (EEO) Policy and implemented an Affirmative Action Program (AAP) in compliance with federal and state employment laws and Executive Order 11246.

REVIEW: This HSC OP will be reviewed August 1 of every even numbered year (ENY) by the Managing Director of the Texas Tech University System (TTUS) Office of Equal Employment Opportunity (EEO) and General Counsel, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by September 1.

POLICY/PROCEDURE:

1. Equal Employment Opportunity
   a. Policy

   TTUHSC does not tolerate discrimination or harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic. Employment actions, such as hiring, promotion, demotion, transfer, rate of pay or other forms of compensation, selection for training, and termination, shall not be made based on an employee’s protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

   b. Complaint of Discrimination

   Pursuant to TTUHSC OP 70.14, employees may file a grievance pertaining to allegations of discrimination, harassment, and adverse employment actions believed to have been taken on the basis of the employee’s protected status with the TTUS Equal Employment Opportunity Office. The grievance procedure set forth in TTUHSC OP 70.14 is applicable to all employees whether staff, faculty, or student worker. Complaints of discrimination by applicants for employment may be filed directly with the TTUS Office of EEO. Pursuant to Texas Education Code, Section 51.971, the Office of EEO conducts investigations to ensure the institution’s compliance with equal opportunity laws and regulations, and institution policies regarding ethics and standards of conduct.

   c. Non-retaliation Policy

   Retaliation against a person who files a complaint of discrimination or harassment, opposes a charge, or testifies, assists or participates in an investigative proceeding or hearing is strictly prohibited.

   d. Training

   Pursuant to state legislation, all new employees must attend non-discrimination training within the first 30 days of employment and receive supplemental training every two years.
This training includes Sexual Harassment Prevention Training. Employees are required to sign a statement which verifies attendance at this training. The University will maintain records of attendance at the training for each employee.

Employees are informed of the TTUHSC EEO policy through new employee orientations, compliance EEO training sessions, TTUHSC operating policies which are available online, the faculty handbook, and the placement of EEO federal and state posters at various locations throughout the campus. Information about the TTUHSC EEO policy can also be obtained from the TTUHSC Office of Human Resources and the TTUS Office of Equal Employment Opportunity.

2. **Affirmative Action Program**

   a. As a federal contractor, TTUHSC has implemented and maintains an Affirmative Action Program as required by Executive Order 11246.

   b. TTUHSC is committed to building a diverse workforce and community. In order to achieve this goal, the institution takes affirmative action as required by Executive Order 11246, to hire and advance qualified minorities and women as well as individuals with disabilities and protected veterans.

   c. The Texas Tech University System Office of Equal Employment Opportunity oversees the institution’s Affirmative Action Program to ensure that the institution’s equal employment opportunity policies, practices, and procedures are followed and in compliance with federal and state law.

   d. The Office of EEO prepares TTUHSC’s written affirmative action plans annually and reviews the AAP to measure effectiveness of the institution's compliance efforts. Based on a number of quantitative analyses, the AAP evaluates the composition of the workforce compared to the available labor pool and identifies any areas where minorities and women may be underrepresented in the workforce. The institution will develop action-oriented programs designed to correct any problem areas and will make good faith efforts to provide equal employment opportunity.

   e. The Office of EEO will work closely with top level administrators (president, vice presidents, deans, directors, department chairpersons, and other supervisory personnel) to coordinate affirmative action efforts and, when appropriate, to establish goals and objectives and to expand outreach in order to ensure effective implementation of the institution’s Affirmative Action Program.