

Equal Employment Opportunity and Affirmative Action Policy

DATE ISSUED

09/30/90

DATE REVISED

08/01/98

POLICY

Saint Louis University is a Catholic university sponsored by the Society of Jesus. It welcomes persons from all racial, ethnic, and religious backgrounds and beliefs to join its faculty and staff and seeks to create a sense of community which facilitates their development.

Saint Louis University prohibits discrimination based on race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, gender identity, or other non-merit factors. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

Saint Louis University is committed to the principles of Equal Employment Opportunity and Affirmative Action. All administrative and management personnel involved in the hiring and supervision of University personnel, along with the Diversity and Affirmative Action Officer, have the responsibility to recruit, hire, train, promote and in all ways provide fair treatment without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, gender identity, or other non-merit factors. Such action includes, but is not limited to the following:

Employment, promotion, demotion, transfer, compensation, assignment of work duties, recruiting, advertisement, layoff, termination, rate of pay, benefits, and selection for training.

Saint Louis University will take affirmative action to ensure that persons from minority groups, females, Vietnam Era Veterans, disabled persons, and disabled veterans are identified, recruited, and enter the University's workforce.

SCOPE

This policy applies to all prospective and current staff, faculty, and student workers of Saint Louis University.

Special Requirements/Special Conditions

Accommodations for Disabilities

Saint Louis University will attempt to make a reasonable accommodation to the physical and mental limitations of any employee or applicant. Employees and applicants are invited to identify physical or mental disabilities at any time prior to or following employment.

Submission of this information is voluntary and refusal to provide it will not subject a person to discharge or disciplinary action. Information obtained is kept confidential. Employees and applicants may disclose this information to either their supervisor, the Human Resources Office or the Office of Diversity and Affirmative Action. The purpose of this disclosure is to assist the University in determining the suitability of accommodations and provide employment opportunities. Supervisors, in consultation with the employee or applicant and the Human Resources Office, will attempt to develop a reasonable workplace

accommodation. The only factors involved in determining the extent of accommodations should be (1) business necessity, and (2) financial cost and expense of that accommodation. Accommodations may include, but are not limited to, restructuring work, assignments, modified equipment, and change of work schedule.

[NOTE: The complete Affirmative Action Plan for Handicapped Persons, Disabled Veterans and Veterans of the Vietnam Era is available for review at the Office of Diversity and Affirmative Action during normal working hours.]

Religious Accommodations

Saint Louis University will attempt to make reasonable accommodations for the religious observances and practices of employees or prospective employees when such accommodations can be made without undue hardship to the University's operations and the performance of necessary job duties. We will attempt to accommodate persons who regularly observe some day of the week as the Sabbath and/or observe certain religious holidays during the year and who are conscientiously opposed to performing work on such days.

Upon notification, the supervisor will attempt to accommodate the employee's request directly or through a reasonable alternative. If a satisfactory resolution is not possible or the requested accommodation would be an undue hardship on the department's operations, the supervisor should contact the campus Human Resources Office for assistance.

Complaint Procedure

Any employee of the Saint Louis University or Health Science Center may file a formal or informal complaint with the Director of Diversity and Affirmative Action for instances where his or her employment situation has been adversely affected due to decisions based on one's race, color, sex, age, religion, national origin, disability or veteran status. Employees may experience this bias in the following areas:

Hiring, promotion, demotion, transfer, compensation, assignment of work duties, work conditions, recruiting, advertisement, layoff, termination rate of pay, benefits and selection for training.

All discussions are kept confidential unless a formal complaint is filed. A formal complaint must be a written statement describing the incident, the person(s), and /or office perpetrating the discriminatory action and the person's desired resolution of the complaint. The Office of Diversity and Affirmative Action will notify the supervisor and the next level of management that a complaint has been filed. The Director of Diversity and Affirmative Action will investigate the complaint and inform all parties of a formal decision. No employee can be retaliated against as a result of filing a grievance.

In instances where the grieved action does not involve behaviors prohibited under the University's nondiscrimination policy, the Director of Diversity and Affirmative Action may direct an employee's use of all or a portion of the Staff Grievance Procedures.