Topic
Academic & Staff Personnel [1]

Policy Number
150-12

Reviewed Date
April 23, 2015

Responsible Office
- Office of the Senior Vice Chancellor, Finance and Administration [2]

Purpose
In accordance with applicable laws and regulations, the University has established a policy to provide equal employment opportunities to all individuals, and to undertake affirmative action for qualified members of groups underrepresented in the workforce.

Definitions

Affirmative Action

Result-oriented steps taken to recruit, employ, and promote qualified members of groups formerly excluded from the workforce (as defined by federal and state laws: minorities (American Indians, Asians, African Americans/Blacks, Hispanics), women, persons with disabilities and covered veterans).[1]

[1] Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

Discrimination

Illegal treatment of a person or group (either intentional or unintentional) on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age (over 40), sexual orientation, citizenship, pregnancy[2] or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)) [3].

[2] Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

[3] Service in the Uniformed Services, as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), includes membership, application for membership, performance of service, application for service, or obligation for service in the
uniformed services, as well as state military and naval service.

Underutilization

Employment of members of a race, ethnic, or gender group at a rate below their availability (representation in the labor market).

Policy

A. UCSF shall provide equal employment opportunities to all individuals without regard to race, color, national origin, religion, sex, gender, gender expression, gender identity, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age (over 40), sexual orientation, citizenship, pregnancy, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

B. UCSF employees or applicants for employment shall be treated equitably and fairly in all matters related to employment, including recruitment, selection, transfer, promotion, demotion, reclassification, compensation, benefits, training and development, separation, and social and recreational programs. No employee or applicant for employment shall be discriminatorily harassed or differentially treated in UCSF's employment programs and activities. This prohibition includes all forms of harassment, including sexual.

C. University policy prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment. Retaliation is also prohibited against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

D. To ensure that applicants and employees have the right to equal employment opportunities, UCSF has established a comprehensive written affirmative action personnel program that shall be vigorously utilized, conform to all legal requirements, be consistent with University standards of quality and excellence, and be specific in identifying areas of underutilization and disparity and in prescribing corrective measures. In accordance with applicable laws and regulations, UCSF shall undertake affirmative action for minorities (American Indians, Asians, African Americans/Blacks, and Hispanics), women, persons with disabilities, and covered veterans to ensure that members of groups, who, in the past, may have been victims of employment discrimination are given opportunities to compete for jobs through fair assessment of their application.

Responsibilities

A. The Chancellor is responsible for the final implementation and monitoring of UCSF's affirmative action plan and nondiscrimination programs and activities.
B. All unit heads are responsible for the implementation of UCSF's nondiscrimination and affirmative action policies within their units.

C. The Director of Affirmative Action, EEO, ADA, & Title IX Compliance is responsible for monitoring and evaluating UCSF's nondiscrimination/affirmative action programs and activities. Questions and comments may be directed to the Office of Diversity and Outreach.[3]

Related Policies

- 150-26 - Employee Disability/Reasonable Accommodation [5]
- 300-18 - Independent Consultants (retired) [6]
- 150-13 - Sexual Harassment and Sexual Violence [8]

References

- Academic Personnel Manual [9], Office of the President:
  - Affirmative Action and Nondiscrimination in Employment (APM 35) [10]
- Personnel Policies for Staff Members (PPSM) [13], Office of the President:
  - PPSM-12: Nondiscrimination in Employment [14]
  - PPSM-14: Affirmative Action [15]
- University of California Policy - Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment [17]
- UCSF Campus Code of Conduct [18]
- UCSF Office of Diversity and Outreach [3]

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