



UT System Administration Policy Library -- Policy INT121
EQUAL EMPLOYMENT OPPORTUNITY

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services
Sponsoring Office: Office of Employee Services
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POLICY STATEMENT

It is the University of Texas System policy that no person including students, faculty, staff, and temporary workers will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or the institutions on the basis of race, color, national origin, religion, sex, veteran status, sexual orientation, age or disability. Retaliation against persons who oppose a discriminatory practice, file a charge of discrimination, or testify for, assist in, or participate in an investigative proceeding relating to discrimination is prohibited.

RATIONALE

This policy sets forth the commitment of The University of Texas System to equal employment opportunity and ensures compliance with federal and state laws and regulations in these areas.

As provided by Board of Regents' *Rules and Regulations* and The University of Texas System policy and to the extent provided by applicable law, no person including students, faculty, staff, and temporary workers will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or the institutions on the basis of race, color, national origin, religion, sex, sexual orientation, age or disability.

SCOPE

All Offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• Board of Regents' Rules and Regulations, Rule 10701• Board of Regents' Rules and Regulations, Rule 30105• UTS105, Sexual Orientation Nondiscrimination Policy	<ul style="list-style-type: none">• Texas Workforce Commission - Civil Rights• Texas Labor Code, Chapter 21• Title VI (Civil Rights Act 1964)

CONTACTS

If you have any questions about UT System Administration Policy INT 121, *Equal Employment Opportunity*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	esc@utsystem.edu

DEFINITIONS

None

RESPONSIBILITIES

University of Texas System

- Provides required training to all its employees on policies and procedures that prohibit discrimination, including sexual harassment.

Office of Employee Services

- As delegated by the Chancellor, coordinates implementation of the Equal Employment Opportunity program within The University of Texas System Administration.
- Works with departmental management to assess hiring goals in accordance with equal employment opportunity principles.
- Reviews the listing of employees having completed the required training and reports the names and departments of all employees not completing the required training to the System compliance officer.

System departmental management

- Works with Office of Employee Services to assess hiring goals in accordance with equal employment opportunity principles and submits a report on hiring activities to Office of Employee Services.

System compliance officer

- Undertakes appropriate action to assure the completion of the required training by employees.

PROCEDURES

1. Training

1.1 All newly hired employees shall be provided training on institutional policies and procedures that prohibit discrimination, including sexual harassment, no later than thirty days after the date of hire. Program completion by all newly hired employees is mandatory.

1.2 All employees shall be provided supplemental training on institutional policies and procedures that prohibit discrimination, including sexual harassment, every two years. Program completion by all employees is mandatory.

1.3 Electronic or signed documentation of each employee's completion of the required new employee and supplemental training is required.

1.4 The completion of such training shall be noted on the employee's performance evaluations, as appropriate.

1.5 The Office of Employee Services will review the listing of employees having completed the required training and report to the System the names and departments of all employees not completing the required training.

1.6 The System compliance officer will undertake appropriate action to assure the completion of the required training by these employees.

2. HIRINGS

2.1 The Office of Employee Services will work with departmental management to assess hiring goals in accordance with equal employment opportunity principles.

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

Keywords: equal employment opportunity, nondiscrimination, discrimination, eeo, HR, human resources
