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## Policy Information

**Last Revised Date:**

July, 2022

**Policy Number:**

HR-201E

**Reference:**

Classified Staff Human Resources Policy Manual 100.0

University Handbook for Appointed Personnel 2.01

**Responsible Unit:**

Office of Institutional Equity

**Email:**

[equity@email.arizona.edu](mailto:equity@email.arizona.edu) [1]

## Purpose and Summary

It is the policy of the University of Arizona (University) to provide equal employment opportunity without regard to race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

The University is also a federal government contractor and, as such, is obligated to take affirmative action to ensure that its policies and practices are, in fact, nondiscriminatory.

## Policy

It is our policy to take affirmative action to employ and advance in employment covered veterans, individuals with disabilities, women, and minorities. Where required by law, the University established goals by which we may measure our progress in employing persons based on individual ability and merit and in the numbers reasonably expected based on their availability.

The University makes good faith efforts to reach covered veterans, individuals with disabilities, women, and minorities with information about our equal opportunity policy and, specifically, about employment opportunities at the University. This recruitment effort is particularly important for jobs

where women, minorities, or covered veterans are not currently participating in the numbers expected by their availability. It is the policy of the University to invite all interested persons, both from outside the University and from within the University community, to apply for such opportunities.

As a matter of law and as a matter of University policy, selection for opportunities for hire, promotion, transfer, or training, as well as decisions regarding demotion, termination, layoff, or other terms and conditions of employment, shall occur without regard to race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

The University formally assigned the responsibilities contained in its written Affirmative Action Plans for Women and Minorities, for Individuals with Disabilities, and for Protected Veterans to each vice president, dean, director, department head, manager, and supervisor, and the University requires these employees to adhere to the commitment made in each Affirmative Action Plan.

## Related Information\*

Arizona Board of Regents Policy 1-120. Equality of Opportunity [2]

Reporting of Applicant and Employee Demographic Information: The government requires the University to keep records and file reports to document our compliance with civil rights laws and regulations. Among the requirements is to request information on the sex, race, and ethnicity of University applicants and employees. This information is collected for the sole purpose of providing data the University uses for statistical analysis and for sending summary reports to the federal government for civil rights enforcement. It may only be used in accordance with applicable laws, executive orders, and regulations. Personally identifiable information is kept confidential, and will not be made available for any other purpose, such as to locate particular groups or individuals, or to generate mailing lists. The University adopted this guideline to ensure compliance with privacy laws, to avoid discrimination, and to uphold the best interests of applicants and employees of the University.

## Revision History\*

04/06/2023: Revised to include "pregnancy" under the Purpose and Summary and Policy sections to clarify that pregnancy discrimination is prohibited. Included "covered veterans" to Policy section, second paragraph, second sentence. Included "age" in Policy section, third paragraph. Grammatical revisions made throughout.

07/06/2022: Revised to include statement regarding collection and limited use of demographic information [Related Information Section].

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### Source

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### Links

[1] <mailto:equity@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1491527>