

Mount Vernon Nazarene University  
Equal Employment Opportunity and Affirmative Action Policy

NOTICE: This Policy provides guidance for the internal affairs of Mount Vernon Nazarene University. It is not a contract or a promise and should not be interpreted as limiting the University's rights with respect to any personnel decision, including the decision to discharge or discipline, or the procedures by which such discharge or discipline is conducted. The Policy does not establish any employee rights, and noncompliance with any provision of this Policy does not give rise to any kind of claim against the University. This Policy may be changed at any time, with or without notice, by an authorized University official. This Policy, which became effective July 11, 2001, replaces and supercedes all previous policies regarding the same topics.



# Equal Employment Opportunity and Affirmative Action Policy

## I. COMMITMENT TO EQUAL OPPORTUNITY

Mount Vernon Nazarene University (“Mount Vernon” or the “University”) is fully committed to the concept and practice of equal opportunity in all aspects of employment and of taking affirmative actions to ensure that applicants and employees at Mount Vernon Nazarene University enjoy equal opportunity in employment. The University is also fully committed to its religious distinctive and **“to shape Christ-like leaders for lifelong service,”** and as a religious educational institution, is permitted by federal and state law to employ persons of particular religious beliefs, to require its faculty members and staff to adhere to the University’s statement of faith, and to enforce a religiously based statement of responsibilities for University employees.

It is the policy of the University, as stated in this Equal Employment Opportunity and Affirmative Action Policy (this “EEO/AA Policy” or “Policy”), to recruit, hire, train, and promote into all job levels the most qualified persons without regard to any legally-protected characteristic (e.g., race, sex, age, national origin, marital status, and disability), and to administer employment benefits and make other employment decisions (such as compensation, benefits, transfers, layoffs, University-sponsored training, education, and tuition assistance) in a nondiscriminatory manner.\*

### A. Equal Employment Opportunity Policy Statement

The following statement (the “Statement”) summarizes the University’s nondiscrimination policy:

The University complies with all laws regarding nondiscrimination in employment, including those with respect to race, color, age, sex, national origin, marital status, military service, and disability. As a religious educational institution operating under the auspices of the Church of the Nazarene, Mount Vernon Nazarene University is permitted by law to consider religious beliefs and practices in making employment decisions and the University does so to achieve its mission.

\*This Policy occasionally makes reference to “legally-protected characteristics,” to specific categories of persons (e.g., women and racial minorities), and to particular practices with respect to such groups. Neither these references nor any other statements contained in this Policy should be interpreted as indicating that the University has engaged in or intends to

engage in any actions that favor or disfavor any member of a protected group in contravention of federal or state law.

## B. Specific Equal Opportunity Commitments

The University commits to the following:

1. To continue to provide equal employment opportunity to all qualified persons, and to continue to recruit, hire, train, promote, and compensate persons in all jobs without discriminating on the basis of any legally-protected characteristic.
2. To evaluate the elements of its employment process in order to further the principles of equal employment opportunity and to make employment decisions with the purpose of furthering equal employment opportunities. Specific examples include:
  - a. *Recruitment and Selection.* The University will recruit, evaluate, and hire personnel without discriminating on the basis of any legally-protected characteristic. The University will contact sources of minority and female applicants and encourage applications for University positions.
  - b. *Promotion and Transfers.* The University will promote employees without discriminating on the basis of any legally-protected characteristic. The University will ensure that employees are given equal opportunities to receive training, education, or experience required for job promotions. When vacancies or promotional opportunities occur, the University will specifically consider qualified minority and female employees.
  - c. *Layoffs.* Reductions in staff or faculty will be made without discriminating on the basis of any legally-protected characteristic. The University will review employees whose employment is scheduled to be terminated to ensure compliance with this Policy.
3. To administer personnel actions affecting employees in areas such as compensation, benefits, and training without discriminating on the basis of any legally-protected characteristic.
4. To promulgate and administer the University's employee benefit plans, including retirement, disability, and insurance benefits,

without discriminating on the basis of any legally-protected characteristic.

## **II. DISSEMINATION OF THIS POLICY**

### **A. Internal**

The Statement, along with information regarding how to obtain a complete copy of this EEO/AA Policy, is reproduced in the Staff Handbook (which is distributed to all employees at the time of hire and whenever significantly revised), in the Faculty Handbook (which is distributed to all faculty at the time of hire and whenever significantly revised), on the University's website, and in various common employee areas. In addition, the University continues to make its Policy known within the University community by:

1. Reviewing the Policy at faculty and staff meetings, explaining both the intent of the Policy and employees' responsibilities for its implementation.
2. Periodic statements by the University's President or other senior administrative officials expressing the University's commitments to equal opportunity.
3. Encouraging employees to bring questions, comments, or complaints with respect to this Policy to the attention of the University's EEO Administrators.
4. Continuing to inform its employees, including both management and non-management personnel, that the University does not tolerate harassment on the basis of any legally-protected characteristic.
5. Periodic training or education of all employees regarding this Policy.

### **B. External Dissemination**

The University will continue to disseminate its EEO policy externally by:

1. Informing all recruitment sources, both orally and in writing, of the University's commitment to equal employment opportunity and to active recruitment of qualified female and minority applicants.

2. Avoiding language in job descriptions and advertisements which would suggest that applicants of a particular gender are preferred.
3. Including in employment advertisements the statement “Mount Vernon Nazarene University is an Equal Opportunity Employer.”

### **III. RESPONSIBILITY FOR IMPLEMENTATION OF THIS POLICY**

Mount Vernon Nazarene University’s Vice President for Academic Affairs is the University’s EEO Administrator for faculty employees, and Mount Vernon Nazarene University’s Director of Human Resources is the University’s EEO Administrator for all non-faculty employees. Both are responsible for implementing this Policy and both have the full support of executive management in implementing this Policy.

#### **A. Duties of the EEO Administrators**

The responsibilities of the EEO Administrators include (but are not necessarily limited to) the following:

1. Evaluating compliance with this Policy (and the attainment of the goals established under this Policy) and ascertaining the effectiveness of this Policy.
2. Making recommendations regarding developing, modifying, and maintaining this EEO/AA Policy.
3. Ensuring internal and external disseminations of this Policy (as discussed above).
4. Serving as the University’s representative in its dealings with federal, state, or local enforcement agencies.
5. Serving as a liaison between the University and minority organizations, women’s organizations, and community action groups concerned with employment opportunities for minorities and women.
6. Conducting an investigation of employee complaints of discrimination and harassment.
7. Ensuring that the proper EEO posters are displayed in appropriate places.

8. Ensuring that application forms and related pre-employment inquiry forms are in compliance with applicable federal and state EEO laws; that position descriptions are reviewed periodically to ensure that they do not contain requirements which are discriminatory; and that the selection process employed does not discriminate on the basis of any legally-protected characteristic.
9. Compiling all data required by law regarding the gender and ethnicity of the University's faculty and non-faculty employees by occupational activity and salary level.

#### B. Duties of Management Personnel

Personnel involved in making employment decisions are responsible to:

1. Make all employment decisions without discriminating on the basis of any legally-protected characteristic.
2. Coordinate their personnel activities with the efforts of the EEO Administrators in fulfilling the Administrators' duties (as described above).
3. Carefully review the qualifications of job applicants (and existing employees who have expressed an interest in promotion or transfer) to ensure that minorities and women are being given full opportunity with respect to such personnel actions.
4. Take action to prevent harassment of employees because of any legally-protected characteristics.

### **IV. EEO/AA STATUS AND EFFORTS**

#### A. Analysis of Present EEO/AA Condition

The University has reviewed its hiring and promotion practices and has found no evidence of unlawful discrimination. The University's analysis has also found that minorities and women are not restricted to any particular department or job classification.

#### B. Continuing EEO/AA Efforts

The University will maintain contacts with potential sources of minority and women applicants, including appropriate minority and women's organizations, community agencies, schools with diversified enrollments, and churches with diversified memberships, specifically apprising such contacts of

the University's EEO/AA Policy. The University will also continue to encourage referrals from its minority and female employees.

## **V. GRIEVANCE PROCEDURES**

Inquiries or complaints regarding compliance with this EEO/AA Policy may be directed to the University's EEO Administrators or the President.

The University has also established and promulgated a formal discrimination/harassment policy, which includes a statement of the procedures for addressing discrimination/harassment complaints.

## **VI. CONCLUSION**

Mount Vernon Nazarene University is committed to equal employment opportunities for all employees and applicants. It is the intention of the University to use every good faith effort to accomplish the objectives of this EEO/AA Policy.