

## **Texas Woman's University Regent Policy**

**Regent Policy Name: Employment Practices Policy**

**Regent Policy Number: Regent Policy: F.60000**

### **POLICY STATEMENT**

TWU provides an educational and workplace environment of nondiscrimination, non-harassment, and affirmative action in compliance with federal and state laws. Texas Woman's University endeavors to utilize efforts that promote and support the recruitment, hiring, and retention of a culturally diverse faculty, staff and student body. TWU shall adopt guidelines for recruitment, search and selection of qualified applicants for career opportunities that maintain compliance with all federal and state law and assure that jobs are advertised in accordance with state law.

### **APPLICABILITY**

This policy is applicable to TWU Employees.

### **DEFINITIONS**

None

### **POLICY**

#### **I. Non-Discrimination and Equal Opportunity and Diversity**

Section 1 Non-discrimination and Equal Opportunity and Diversity. The University is committed to develop and support an environment of affirmative action and diversity in all areas of employment. It is the policy of the University not to discriminate in any aspect of employment, including, but not limited to: hiring, selection and termination of the employment relationship; compensation; assignment or classification of employees transfer; promotion; job advertisements, recruitment, testing; use of University facilities; training, internship, and education programs; fringe benefits pay; retirement plans and disability leave; or other terms and conditions of employment.

Section 2 Employment Practices. The policy of Texas Woman's University is to adhere to hiring practices that provide qualified candidates an equal opportunity to be considered for positions. The objectives for recruiting and searches are to obtain and present for administrative consideration the best candidates to fill vacancies in a timely manner,

and to ensure that individual applicants are afforded the opportunity to compete on an equal basis. Advertising in violation of federal or state law is strictly prohibited.

Section 3      Workforce Diversity Program. In accordance with Chapter 21 of the Texas Labor Code on Employment Discrimination, TWU will maintain a workforce diversity program. Every member of the Texas Woman's University (TWU) community must comply with federal and state equal opportunity laws and regulations. Such compliance assures TWU's commitment to fairness and equity to all who pursue their educational and professional goals at this University.

## **II. Affirmative Action**

Affirmative Action. In addition to a commitment to equal opportunity, TWU also has a commitment to affirmative action. Consistent with federal regulations, the university annually develops an Affirmative Action Plan. TWU will take affirmative action, as allowed by law, to recruit, employ and promote qualified members of specific categories in accordance with state and federal law and TWU policy. These actions include, but are not limited to, establishing guidelines for search committees to encourage qualified applicants from all races, sexes, national origins, religions, ethnic groups, ages, veteran's service status and physical abilities; and recruiting in under-recruited areas.

## **III. Non-Retaliatory Actions**

Section 1      No Retaliation Against an Individual. Retaliation against an individual who, in good faith, files a claim of discrimination, institutes or causes to be instituted any proceeding under or related to state or federal anti-discrimination laws, testifies in a discrimination investigation or proceeding, or otherwise opposes discriminatory actions or practice will not be tolerated.

Section 2      Retaliation as a Separate and Distinct Action. Such retaliatory action shall be regarded as a separate and distinct cause for complaint and if substantiated, will result in disciplinary action up to and including employment dismissal.

## **IV. Responsibility**

Section 1      Institutional Responsibility. All areas of the University will follow University Regulation and Procedures related to the recruitment, employment, layoff, or dismissal for all categories of employment without regard to race, color, disability, sex, sexual orientation, gender identity, gender expression, age, national origin, religion, genetic information, disabled veteran status, Vietnam Era Veteran status, or any other minority group characteristic. The sex, disability,

or age of an employee may be considered when sex, disability, or age is demonstrably a bona fide occupational qualification (BFOQ).

#### 1.1 Training

Pursuant to state law, new employees shall receive training and this policy within 30 days of hire. All employees shall participate in a refresher training course every two years. Such training shall be documented in each employee's personnel file via either a copied electronic or hard copy version of the employee statement of training.

#### 1.2 Legal Implication

- a. Discrimination is illegal under federal and state law. Official governmental investigations by the Equal Employment Opportunity Commission, the Civil Rights Division of the Texas Workforce Commission, or the Office of for Civil Rights of the U.S. Department of Education may result in civil liability against TWU and any person found to have engaged in illegal discrimination.
- b. Actions for violations of this policy may include disciplinary action, up to and including termination of employment for faculty, staff, and student employees or the dismissal of students. Behavior that violates this policy need not rise to the level of or be a violation of state or federal law.

#### 1.3 Complaints and Grievances

Faculty, staff and other persons interested in obtaining information or pursuing a complaint should contact the Equal Employment Opportunity (EEO) Officer, or designee pursuant to relevant University Regulation and Procedure.

### **V. University Regulations and Procedures – Employment Practices**

Adoption of Regulations and Procedures. TWU is committed to a nondiscriminatory and non-retaliatory workplace environment. TWU shall adopt University Regulations and Procedures concerning employment practices consistent with state and federal law.

### **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a

result of updates to federal and state law or regulations, or internal processes or procedures.

## **REFERENCES**

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq.

Texas Labor Code Chapter 21

[Regent Policy: B.20000 Nondiscrimination Policy](#)

## **FORMS AND TOOLS**

None

**Adopted: November 10, 2016**

**Revised: May 21, 2021**