

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

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HOFSTRA UNIVERSITY—A COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

Hofstra University is a private institution whose primary mission is to provide a quality education to its students in an environment that encourages, nurtures, and supports learning through the free and open exchange of ideas, for the betterment of humankind.

An integral part of Hofstra University’s mission is its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, genetic information, marital or veteran status in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs.

Furthermore, as part of its Diversity Mission, Hofstra University strives to provide a community: (a) of individuals from many diverse backgrounds and with differing interests and goals; (b) that reflects the diversity of the world outside Hofstra; and (c) that promotes intellectual inquiry, dialogue, and other activities pivotal to a democratic society.

Diversity at Hofstra University involves recognizing the value of difference and the inclusion of members of groups that experience discrimination or underrepresentation. This includes a prohibition against discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status or any other characteristic or status protected by state or federal laws or University policy.

Hofstra reaffirms this commitment to equal opportunity and diversity through this Equal Employment Opportunity and Affirmative Action Policy (“Policy”). Upon request, this Policy is available for review by any employee or applicant for employment by appointment during regular business hours. Please contact the Director of Human Resources Department, the Equal Rights and Opportunity Officer, or the Special Advisor to the Provost for Diversity for additional information.¹

Equal opportunity and diversity have been and will continue to be integral University policies. This Equal Employment Opportunity and Affirmative Action Policy endeavors to reaffirm in a single document the principles underlying Hofstra’s policies relating to equality—such as the Equal Opportunity Statement, Diversity Mission and Harassment policy—and to recommit Hofstra University to the continued adherence to these principles.

PURPOSE OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Hofstra University (“Hofstra” or the “University”) developed this Equal Employment Opportunity and Affirmative Action Policy to provide positive action and to assure that Equal Employment Opportunities are given to all people of color and women who are employed by or

¹ For the most current listing of these individuals and their contact information, please refer to Addendum to this “Policy.”

seek employment with Hofstra. Hofstra is committed to the support of this Policy and to the good-faith effort to achieve its objectives. This Policy has been developed according to Executive Order No. 11246.

The specific objectives of this Policy are to:

1. Identify underrepresentation of people of color, women and/or other underrepresented groups and their underutilization at all levels of employment.
2. Establish realistic policies and practices to achieve the goal of full utilization of women and people of color.
3. Take prompt good-faith efforts to meet the goal of full utilization.
4. Provide data collection, evaluation and reporting systems to evaluate the effectiveness of this Policy.

HOFSTRA'S EQUAL OPPORTUNITY STATEMENT

Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Equal Opportunity Statement should be directed to the Equal Rights and Opportunity Officer. For more information on general student matters (not work-related), contact the Dean of Students or Services for Students with Disabilities Offices, as appropriate.

AFFIRMATIVE ACTION POLICY STATEMENT

1. As part of Hofstra University's Equal Employment Opportunity and Affirmative Action Policy, we shall:
 - (a) Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in accordance with all applicable laws, directives and regulations of federal, state and local entities and University policy;

- (b) Base employment decisions on the principles of Hofstra's Equal Opportunity Statement, and with the intent to further the University's affirmative action commitment;
 - (c) Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, University-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in accordance with all applicable laws, directives and regulations of federal, applicable state and local entities and University policy;
 - (d) Ensure that promotion decisions will be made in accordance with this Policy by imposing only valid requirements for promotional opportunities; and
 - (e) Take action to prevent harassment including sexual harassment in accordance with Hofstra University's Harassment Policy.
2. Hofstra will vigorously pursue opportunities to recruit and develop job candidates who have the desire and potential for becoming qualified employees through this Policy.
 3. Management performance as related to this Policy will be evaluated, as is performance in relation to other University goals.

IMPLEMENTATION OF THE POLICY

The Human Resources Department is responsible for the internal and external dissemination of all policies.

1. Internally, Hofstra will disseminate the stated University policies as follows:
 - a) Hofstra's Equal Opportunity Statement and Equal Employment Opportunity and Affirmative Action Policy ("EO/AA Policies") will be included the University's "Policies" internet page on the Hofstra University portal, which serves as the University's bulletin board.
 - b) The EO/AA Policies are available from the Human Resources Department and Office of General Counsel and are posted on the University's website.
 - c) The EO/AA Policies will be communicated and discussed with all employees at meetings as needed. Individual employee's responsibilities will be explained.
 - d) On an ongoing basis, the EO/AA Policies will be discussed at employee orientations and applicable training sessions.
 - e) A diverse group people will be depicted in publications in which employees are featured.

- f) The existence of this Policy will be communicated to all employees on an ongoing basis to enable employees to know and avail themselves of its benefits.
2. Externally, Hofstra will disseminate the EO/AA Policies as follows:
- a) All recruiting sources will continue to be informed, on an ongoing basis, both verbally and in writing of Hofstra's EO/AA Policies. Hofstra also encourages recruiting sources to recruit and refer candidates who are women or people of color actively.
 - b) Organizations that represent commonly underrepresented groups, community and referral agencies will be notified verbally and in writing on an ongoing basis of Hofstra's EO/AA Policies.
 - c) Prospective employees will be informed about the existence of Hofstra's EO/AA Policies.
 - d) A diverse group of people will be represented when Hofstra employees are pictured in consumer or help-wanted advertising.
 - e) Recruitment advertisements and literature will bear the phrase: "An Equal Opportunity Employer."

ADMINISTRATIVE RESPONSIBILITY

The overall responsibility for implementation and administration of this Policy lies with (a) the Director of Human Resources, with respect to all University staff and administrators; and (b) the Provost, with respect to all University faculty. These officials have the full support of the Office of the President.

Their duties include:

1. Develop and update related policy statements, affirmative action policies and internal and external communication techniques;
2. Maintain records and data supporting the University's compliance with this Policy, including the Utilization Analysis discussed below;
3. Design and implement auditing and reporting systems that will:
 - a) Indicate the need for any remedial action;
 - b) Determine the degree to which the goals and objectives of the Policy are being met; and
 - c) Measure the effectiveness of the Policy.
4. Engage in regular discussions with employees to assure that the Policy is understood and being followed;

5. Remain informed and keep management informed of the latest developments in the equal employment area, including the requirements of law and designing updates and improvements to the Policy in response to such developments; and
6. Serve as liaison between the University and organizations concerned with employment opportunities of people from groups that tend to be underrepresented.

The Office of General Counsel will serve as the liaison between the University and any enforcement agencies.

The duties of the Deans, Vice Presidents and department supervisors include:

1. Assist the Provost's Office and Human Resources department in the identification of areas and degrees of underrepresentation and underutilization and in the establishment of reasonable goals and objectives for University departments.
2. Ensure that all University employees are aware of, understand and adhere to the Policy.
3. Review the qualification of all University employees to ensure that full opportunities for transfers, promotions and other advancements are given to people of color and women.
4. Performing periodic audits to ensure that:
 - a) Equal Employment Opportunity posters are properly displayed.
 - b) All employees, especially people of color and women, are encouraged to participate in educational, recreational, social, training, administrative and part-time activities.
 - c) Facilities maintained by the University for the use and benefit of its employees are available to all employees equally and that single-sex facilities are comparable for both sexes.

UTILIZATION ANALYSIS

Hofstra University submits to the Department of Education a report entitled the Integrated Postsecondary Education Data System ("IPEDS Report"). The IPEDS Report, which may be made available upon request, serves as the University's analysis of its workforce.

An affirmative action plan should include an analysis of areas within which the University may be lacking in the utilization of people of color and women. The analysis serves as a benchmarking guide regarding the University's goals and objectives relating to affirmative action. Hofstra's actual employment statistics are compared to applicable labor statistics for the relevant faculty or employment category ("Utilization Analysis"). Hofstra performs this Utilization Analysis separately for faculty and non-faculty.

By advertising in publications addressed to people of color and women and utilizing employment advertisements, the University will provide notice to potential applicants that Hofstra University is committed to equal employment opportunity and affirmative action.

Hofstra maintains the capacity to review and monitor personnel activity such as applicant flow, hires, terminations, promotions and other personnel actions.

Establishment of Goals

The following procedures will be followed in establishing the goals for the University:

1. Hofstra will set affirmative action goals, as determined by reviewing the anticipated employment activity, the Utilization Analysis and the availability of qualified candidates.
2. Goals will be reasonable, measurable and attainable.
3. Goals will not be quotas, which are rigid and inflexible. Goals will be targets reasonably attainable by means of applying good-faith efforts to make the Policy work.
4. Support data for the Utilization Analysis will be compiled and maintained as part of the Policy. Analyses of Hofstra's total employment process will be performed to determine whether and where impediments to equal employment opportunity exist, including analysis of personnel activity such as applicant flow, hires, terminations, promotions, and other personnel actions.
5. Placement goals will be established for each job group in which underutilization exists.

PERSONNEL PROCEDURES

Notwithstanding anything herein and consistent with the commitment to equal opportunity and affirmative action goals, the President of Hofstra University has the right to authorize the hiring, promotion or advancement of all qualified candidates or personnel as applicable.

Recruitment

Hofstra University will institute action programs to improve recruitment and increase the flow of people of color and female applicants, including:

1. Disseminate information on job opportunities to organizations representing people of color or women and employment development agencies when job opportunities occur;
2. Encourage all employees to refer qualified applicants;
3. Include the phrase "Equal Opportunity Employer" in all printed employment advertisements;
4. Place help wanted advertisements, when appropriate, in local news media of interest to women or people of color;
5. Where using search firms, obtain assurances from the recruitment firm of access to appropriately qualified women or people of color;

6. Where there exists a sufficient pool of qualified candidates internally, recruitment may be limited to internal candidates, consistent with Hofstra's commitment to equal opportunity and affirmative action goals;
7. Participate in local job fairs;
8. Include people of color and female members of the workforce in any recruiting brochures presenting pictorial work situations;
9. Additionally, for faculty positions:
 - a) Consult available lists of recent Ph.D. recipients who are women or people of color for junior positions;
 - b) Consult with other universities about potential candidates who are women or people of color;
 - c) Place advertisements in public or professional publications and send notices to institutions, organizations and individuals who might have contact with appropriately qualified women and people of color;
 - d) When departmental personnel committees are constituted, every effort should be made to ensure inclusion of senior faculty from underrepresented groups;

Promotions and Other Advancements

Hofstra University undertakes the following action programs to ensure that employees who are women or people of color have equal opportunity for all promotions and other advancement opportunities:

1. Post promotional opportunities;
2. Offer counseling to assist employees in identifying promotional and other advancement opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
3. Evaluate job requirements for promotion or other advancement.

Training and Tuition Remission Program

Training at Hofstra University is open to all employees upon request. Hofstra's Tuition Remission Program provides financial assistance to eligible Hofstra University employees, their spouses or same sex domestic partners and their IRS dependent children. The applicant must meet University admission, registration and other posted requirements. See applicable collective bargaining agreement and the Tuition Remission policy, available online, for details. The Tuition Remission Program enables involvement in a broad range of educational opportunities.

Testing

Hofstra University administers employment testing only for certain positions and the testing is directly related to the performance criteria for the position.

Unions

The unions that currently represent employees at Hofstra University are:

- Hofstra Chapter, American Association of University Professors/AAUP
- Local 153, Office & Professional Employees International Union AFL-CIO
- Local 1102, Retail Wholesale & Department Store Union UFCW
- Local 282, International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America
- Local 550, Public Safety, International Brotherhood of Teamsters.

The Office of General Counsel reviews the seniority practices and clauses in union contracts to ensure that such practices or clauses are nondiscriminatory and do not have a discriminatory effect. Nothing in this Policy abridges or is intended to abridge any protections afforded to employees under any applicable collective bargaining agreement.

Workforce Attitude

Hofstra University fosters and encourages a favorable attitude towards the hiring and advancement of people of color and women. The University consistently demonstrates its positive commitment to equal employment and affirmative action.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

1. Recruitment and Advertisement
 - a) Hofstra University recruits employees of both sexes, selecting candidates on the basis of their qualification for the particular job.
 - b) Advertisement in newspapers and other media do not express a sex preference for open positions.
2. Equal Opportunity Employment
 - a) Hofstra University's Equal Opportunity Statement—as well as Hofstra University's posting of updated "Equal Opportunity is the Law" posters—expressly indicate that Hofstra does not discriminate based on sex.
 - b) An employee of either sex has an equal opportunity to any available job that he or she is qualified to perform.
 - c) Hofstra University does not make any distinctions based upon sex in employment opportunities, wages, hours, benefits or other conditions.

- d) Hofstra University does not discriminate against employees based on their marital status.
- e) Hofstra University assures appropriate physical facilities to both sexes.
- f) Hofstra University complies with the Family Medical Leave Act and disability anti-discrimination laws, including with respect to a woman's return to work following childbirth.
- g) Seniority status is not based upon gender.

3. Wages

- a) Hofstra University compensates its employees without regard to their status as women or people of color. Differences in compensation shall not be based in any way on sex or other protected status.

4. Affirmative Action

- a) Hofstra University acts affirmatively to recruit women to apply for those positions where women may have been traditionally excluded.
- b) Hofstra University is committed to including women as candidates in all programs that will provide women with opportunities to obtain management or tenured positions.
- c) There are no distinctions based on sex for inclusion in any training program.

COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN GUIDELINES

It is the policy of Hofstra University to recruit, hire, train and promote for all positions without regard to religion or national origin of the applicant.

Hofstra University conducts recruitment and recruitment advertising in a way that does not imply a preference for people of specific religious backgrounds or national origins. Additionally, our EO/AA Policies will be communicated to sources that include organizations with representation of members of various religious and national origin backgrounds.

Hofstra University makes reasonable accommodations to the religious observances and practices of employees or prospective employees, unless doing so would result in undue hardship to Hofstra University. In determining whether undue hardship exists, factors such as cost to Hofstra University, business necessity and the impact on the rights of other employees are considered.

REAFFIRMATION OF UNIVERSITY'S EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Hofstra University reaffirms its commitment to the spirit and intent of equal employment opportunity and affirmative action. It is the policy of Hofstra University to provide equal employment opportunity to all employees and applicants.

It is Hofstra University's policy to:

- a) Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in accordance with all applicable laws, directives and regulations of federal, applicable state and local entities and University policy;
- b) Base employment decisions on the principles of Hofstra's Equal Opportunity Statement, and with the intent to further the University's affirmative action commitment;
- c) Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, University-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in accordance with all applicable laws, directives and regulations of federal, applicable state and local entities and University policy;
- d) Ensure that promotion decisions will be made in accordance with this Policy by imposing only valid requirements for promotional opportunities; and
- e) Take action to prevent harassment including sexual harassment in accordance with Hofstra University's Harassment Policy.

Each employee of Hofstra University has a responsibility to support these objectives and to ensure that this policy is fully implemented within our University. Ensuring a pleasant working environment free of discrimination is the responsibility of everyone at Hofstra University.

Hofstra University encourages any employee to raise questions s/he may have regarding equal opportunity and affirmative action.

The overall responsibility for implementation and administration of this Policy lies with (a) the Director of Human Resources, with respect to all University staff and administrators; and (b) the Provost, with respect to all University faculty. These officials have the full support of the Office of the President. The ultimate responsibility for fulfilling the intent of the Policy lies with every employee of Hofstra University.

HOFSTRA UNIVERSITY HARASSMENT POLICY

See Faculty Policy Series #43.

DISABLED AND PROTECTED VETERANS POLICY STATEMENT

Hofstra University will not discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran under federal law (“Protected Veterans”) (i.e., qualified special disabled veteran, Armed Forces service medal veteran, or other veteran who served during a war, or in a campaign or expedition for with a campaign badge has been authorized and received by veteran.)

Hofstra University will take affirmative action to employ and to advance in employment all qualified persons regardless of their status as individuals with disabilities or Protected Veterans. This policy shall apply to all employment actions, including recruitment process, hiring, upgrading, promotion, transfer, demotion, training, rate of pay, termination, layoff and other forms of compensation.

REASONABLE ACCOMMODATION POLICY STATEMENT

Hofstra University, in conformance with all relevant federal, state and local nondiscrimination and affirmative action statutes, regulations and other administrative directives, including the Rehabilitation Act of 1973 as amended, the New York State Human Rights Law, the New York State Civil Rights Law, The Americans with Disabilities Act of 1990, as amended, and Hofstra University policy will provide reasonable accommodations to the known physical or mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on Hofstra University.

This policy shall apply to all employment actions, including recruitment process, hiring, upgrading, promotion, transfer, demotion, training, rate of pay, termination, layoff and other forms of compensation.

Employees should address all inquiries to the Director of Human Resources Department. Students should address all inquiries to Services for Students with Disabilities Office. Hofstra University’s Equal Rights and Opportunity Officer, has been designated to oversee coordination of this policy.

THE POLICY IS NOT A CONTRACT

This Policy does not constitute an express or implied contract between the University and its employees, job applicants, or other persons, nor does this Policy give rise to any cause of action. The University reserves the right to change or modify this Policy as it deems appropriate and without notice.