



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:04

Equal Employment Opportunity

COVERED EMPLOYEES

- All employees.

BOT POLICY

Sec. 6-102. Equal Employment Opportunity. All recruiting and hiring of University personnel shall be in compliance with applicable law and shall follow the Equal Employment Opportunity Policy and the University's Affirmative Action Plan and commitment to Equal Employment Opportunity. In accordance with this commitment, the University will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment based on employment-related criteria and qualifications in a manner that does not discriminate with respect to an employee or applicant in any way which violates the University's Policy on Non-Discrimination or applicable State or Federal laws. This Section applies to all employment with the University.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

Any employee or applicant that believes he/she has been subject to discrimination or has witnessed any discrimination, should contact an administrator in the office of Human Resources or the office of Affirmative Action. Any complaint of alleged discrimination will be investigated. Should there be any violation of this policy appropriate action will be taken to correct the matter.

The University supports employment of qualified individuals with disabilities. If any employee believes that accommodation of a disability is necessary to perform the duties of a position, the employee should notify the University of this in writing as soon as possible.

RESPONSIBILITY

Employee: Report discrimination to an administrator in the office of Human Resources or the office of Affirmative Action. Make a [request for accommodation of a disability](#) in writing as soon as possible.

Supervisor: Report to Human Resources any claims of discrimination or requests for disability accommodation.

Refer Questions To: *Supervisor, Human Resources or Employee Relations and Affirmative Action.*