



## California State University, Los Angeles PRESIDENT'S STATEMENT

California State University, Los Angeles, affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in admission to, access to, or operation of its instruction, programs, services, or activities, in the operation of any program of this University on the grounds of race, color, religious creed, sex, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, age (over 40), marital status, political affiliation, sexual orientation, Vietnam era veterans, special disabled veterans, recently separated veterans and other protected veterans, or for opposing discrimination, or any other classification that precludes a person from consideration as an individual. The employment programs covered include, but are not limited to, recruitment, appointment, retention, tenure, promotion, compensation, benefits, transfer, demotion, layoff, return from layoff, University-sponsored training, education, tuition assistance, and social and recreation programs. Employment decisions will be evaluated on the basis of an individual's knowledge, skills, abilities, job performance or any other legitimate qualifications. Further, the University's commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation related to such a complaint.

This policy embodies, and is intended to implement explicit requirements of state and federal laws, Presidential Executive Orders, and The California State University policies with regard to nondiscrimination, including Title VII of the Civil Rights Act of 1964, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

California State University, Los Angeles' Affirmative Action Plan is located in the Academic Senate Office, Administration 318, John F. Kennedy Memorial Library and the Office for Equity and Diversity, Administration 606. The Plan may be examined by appointment in the Office for Equity and Diversity (323) 343-3040, Monday through Friday between the hours of 8 a.m. and 5 p.m.

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James M. Rosser  
President

Date: \_\_\_\_\_

## II. REVIEW OF PERSONNEL PROCESSES

The University periodically reviews its employment procedures to ensure careful, thorough, and systematic consideration of job qualifications of known persons with disabilities and covered veteran applicants for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. The University will only consider that portion of the individual's military record that is relevant to the requirements of a position. The University will ensure that its personnel processes do not negatively stereotype disabled or other covered veterans. This is accomplished as follows:

- A. Prior to a recruitment beginning, job descriptions for staff and management positions are reviewed and approved by Human Resources Management to ensure that job summary, essential functions, qualifications and physical and mental working conditions of a position are necessary and accurate.
- B. Whenever a job applicant is known to be disabled, a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran, the University will maintain a record which identifies the applicant and the position for which the applicant was considered.
- C. If an applicant who is known to be disabled, a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran, is not selected for employment, promotion or training, the University will maintain a record of the basis for the non-selection.
- D. Whenever an accommodation is requested for hire, promotion or training of an individual who is disabled, including a disabled veteran, a description of the accommodation will be documented and maintained.
- E. In offering employment or promotions to persons with disabilities or covered veterans, the University does not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from other sources. Every position within the University has an established pay range.
- F. The University's Tuition Assistance Program is made available to all eligible employees, including disabled and covered veterans, who wish to enhance their opportunity with the University by supplementing their education. Employees are informed of this program.
- G. Post-offer and prior to employment, applicants who are offered a position are invited to voluntarily identify themselves as a person with a disability, a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran, by completing the University's Appointment/Change Form.
- H. Applicants for employment are invited to voluntarily identify themselves as disabled and indicate any reasonable accommodation that can be made to enable them to equally compete for a position. The University vacancy announcements contain the following notice: "An

Equal Opportunity/Title IX Employer. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions. In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.”

- I. Employees may complete an Appointment/Change Form at any time to update or report any change in their status.

### **III. PHYSICAL AND MENTAL QUALIFICATIONS**

- A. The California State University (CSU) Chancellor’s Office establishes the physical and mental qualifications and standards for each systemwide classification. The Classifications Office will review staff position descriptions and the Associate Vice President for Academic Affairs will review faculty position description announcements when a position is created or when a recruitment is initiated. This is done to ensure that they do not contain unnecessary qualifications that would serve to screen out qualified disabled individuals or veterans.
- B. To the extent that physical or mental job qualification requirements tend to screen out qualified employees with disabilities or applicants for employment or other changes in employment status such as promotion or training, the University assures that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

### **IV. REASONABLE ACCOMMODATION OF PHYSICAL AND MENTAL IMPAIRMENTS**

- A. Upon request, the University will reasonably accommodate employees or applicants with physical and/or mental limitations to the extent that such accommodation does not impose an undue hardship on the conduct of its business. The University's Reasonable Accommodation Procedure and request form are included as Exhibit I.
- B. If an employee is unsatisfied with the accommodation or believes that he/she has been discriminated against due to a physical or mental impairment, he/she may file a complaint with the Office for Equity and Diversity.
- C. The University will consider work environment, work schedules and equipment modifications as types of accommodations.

- D. The University's building planning includes consideration for the special needs of persons with disabilities and disabled veterans including access to buildings, utilization of restroom facilities, and mobility requirements within the building and parking locations. In designing new constructions and remodeling old facilities, special consideration shall be given, insofar as it is economically and physically practicable, to the removal of architectural barriers to persons with disabilities. Existing facilities are inspected periodically in order to identify areas where additional modifications might be made to ensure access to persons with disabilities.

## **V. HARASSMENT**

- A. The University does not permit discrimination, retaliation or harassment on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, physical or mental disability, a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran status.
- B. The University has developed and implemented policies and procedures to ensure that employees and applicants are not harassed or discriminated against because of their protected status. Such policies have been included in, but are not limited to, the Faculty Handbook, University Catalog, Class Schedule, and posted on bulletin boards throughout the University. Administrative policies and procedures are also available on the California State University, Los Angeles (CSULA) website.
- C. Employees or applicants who feel they have been the victim of discrimination, harassment or retaliation in connection with their association with the University, may make their concerns known and may file a complaint with the Office for Equity and Diversity.
- D. When discrimination, harassment or retaliation is found, immediate and appropriate disciplinary action will be taken.

## **VI. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITION RECRUITMENT**

- A. All local recruiting sources are informed of the University's commitment to employ qualified persons with disabilities, disabled veterans, Vietnam era veterans, special disabled veterans, recently separated veterans, and other covered veterans. All employment openings, except those not required by regulation or precluded by collective bargaining, are listed with the following: the local Office of the Employment Development Department of the State of California; the State Department of Rehabilitation; HigherEdjobs.com and Monstertrak.com. Whenever possible, the University works with local recruiting sources to ensure that persons with disabilities and covered veterans are aware of open positions and are submitting applications.

- B. All recruiting literature contains an equal employment opportunity statement as well as a statement indicating that reasonable accommodation may be requested to assist in the recruitment and selection process. (See Section II, No. H for statement.) Reasonable accommodation is provided to applicants when necessary to ensure equal access in the recruitment and selection process. Announcements of openings expressly state that all qualified applicants will receive consideration for employment without regard to protected status and includes the statement "An Equal Opportunity Employer."
- C. The University communicates its commitment to equity and diversity to all employment candidates.
- D. The University works with local recruiting sources and social services agencies to ensure that persons with disabilities, a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran, are aware of openings and that they are welcome to submit an application for employment.
- E. A statement relating to the University's equal employment opportunity policy is sent to all subcontractors, vendors and suppliers. The equal opportunity clause and reference to the obligations of contractors regarding persons with disabilities, a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran, are incorporated in all purchase orders and subcontracts.
- F. The University will notify CSU union officials of the University's equal employment opportunity policy and its compliance with the federal laws regarding disabled individuals and a Vietnam era veteran, a special disabled veteran, a recently separated veteran or other protected veteran.
- G. Annually, the Employment Services Manager will ensure that the University participates in at least one job fair where qualified applicants, including those who are disabled or veterans are likely to attend, and sponsor an employment table on behalf of the University.

## **VII. INTERNAL DISSEMINATION OF POLICY**

- A. The University's equal employment opportunity policy has been incorporated into the University Administrative Manual and Faculty Handbook.
- B. The University's equal employment opportunity policy and the Affirmative Action Plan are publicized in University publications.
- C. Special meetings are held with employees involved in the recruitment and selection process for the express purpose of informing them about the University's equal employment opportunity policy and the Affirmative Action Plan.
- D. Special meetings are conducted with employees to discuss the University's equal employment policy and to explain the individual employee's responsibility.

- E. The University's Affirmative Action Plan is communicated to employees at new hire orientation meetings. Employee responsibility is detailed, and employees are afforded an opportunity to discuss the program.
- F. The University's equal employment opportunity policy is posted on University bulletin boards and includes the location and time when the Affirmative Action Plan is available for inspection by any employee or applicant.
- G. Meetings are held with CSU union officials to explain the University's equal employment opportunity policy including the University's policies prohibiting discrimination and harassment, and their cooperation is requested.

## **VIII. REPORTING AND INTERNAL AUDITING SYSTEM**

The Office for Equity and Diversity is responsible for the implementation of the Affirmative Action Plan. To ensure that the University is working on full implementation of the plan, the following internal audit system has been established:

- A. Employment activities are monitored using various tracking forms including, but not limited to, the Recruitment Analysis Report, Confidential Information Questionnaire, Appointment/Change Form, and Applicant Appraisal Form.
- B. Formal reports outlining the recruitment process are submitted and reviewed by the Equity and Diversity Specialist prior to any offer of employment being extended for faculty and exempt classifications. This is done to audit applicant pools and ensure that the selection of a candidate was made based on qualifications and merit.
- C. All selection, promotional and training procedures and practices are reviewed to ensure that they are nondiscriminatory.
- D. All management requests for promotion, transfer, compensation increase and upgrades of employees are reviewed to assure that qualified individuals are given equal consideration.
- E. Performance appraisal forms utilized in evaluating management employees has a category to measure equal employment opportunity performance along with other criteria necessary for acceptable management job performance.
- F. This Affirmative Action Plan will be reviewed and updated annually. Additionally, whenever it is found to be deficient, the University will make the necessary changes to bring the program into compliance.

## **IX. RESPONSIBILITY FOR IMPLEMENTATION**

### **A. University President**

The University President has the overall responsibility and accountability for implementation of the University's policies on equal employment opportunity. The coordination of responsibilities for the implementation of the policy and day-to-day management of the functions have been delegated to Human Resources Management (HRM), which has the full support of executive management.

### **B. Director, Human Resources Management**

The duties of the Director, HRM, include oversight in the following:

1. Developing policy statements, the Affirmative Action Plan, and internal and external communication techniques including discussions with managers, supervisors and employees to ensure the University's policies are followed.
2. Advising supervisors that their work performance is evaluated on the basis of their equal opportunity efforts and that they are responsible for preventing harassment of employees based on a protected status.
3. Designing, implementing and monitoring internal auditing and reporting systems that:
  - a. Measure the effectiveness of the University's Affirmative Action Plan.
  - b. Identify problem areas and indicate any need for remedial action.
4. Serves as liaison between the University and the various governmental enforcement agencies, community groups and vocational rehabilitation organizations.
5. Serves as liaison between the University and organizations for persons with disabilities and covered veterans.
6. Arranges career counseling for employees with disabilities and for Vietnam era veterans, special disabled veterans, recently separated veterans or other protected veterans when it is requested.

### **C. Equity and Diversity Specialist**

The Equity and Diversity Specialist has the responsibility for the day-to-day management of the Office for Equity and Diversity and assists the Director, HRM, with all duties and responsibilities. The Equity and Diversity Specialist will perform periodic audits to ensure that Equal Employment Opportunity (EEO) posters are properly displayed and that all employees with disabilities and covered veterans are encouraged to participate in all University-sponsored educational, training, recreational and social activities. In addition, the

Equity and Diversity Specialist will investigate complaints related to the Affirmative Action Plan, including discrimination, harassment and retaliation.

D. Management

Each department manager is responsible for the implementation of the Affirmative Action Plan within his or her area of responsibility. This includes reviewing the qualifications of employees to ensure that disabled individuals and covered veterans are given full consideration for transfers and promotions, identifying problem areas, preventing harassment of employees and ensuring employees are attending University-sponsored training on discrimination, sexual harassment and equal opportunity and taking other actions as outlined in this plan.

E. All Employees

All employees of the University are required to abide by the policies of the University, including the equal employment opportunity policies. All employees are required to conduct themselves accordingly and will be held accountable for any conduct contrary to the policies.

## **X. TRAINING**

The University will train all employees involved in the employment process, including recruitment, screening, selection, hiring, promotion and other related decisions to assure nondiscrimination in decision making with regard to individuals with disabilities and Vietnam era veterans, special disabled veterans, recently separated veterans or other protected veterans. Such training will include:

- A. Prior to review of any applicant, the Equity and Diversity Specialist will meet with the appointing authorities and recruitment selection committees involved in the selection and hiring process for administrator and exempt classifications, to inform them of the University's equal employment commitments.
- B. Deans and academic employees involved in faculty recruitments receive guidance and assistance to ensure compliance with established recruiting protocols. Training is available for the academic employees not previously involved with the faculty recruitment process.
- C. Academic employees involved in the retention, tenure and promotion (RTP) process receive assistance and guidance on procedures, including the University's commitment to equal employment to ensure compliance. Training is also available for those academic employees who request this or for those engaged in the faculty recruitment process for the first time.
- D. The Equity and Diversity Specialist will develop and coordinate employee participation in University-sponsored training on discrimination, sexual harassment, retaliation and equal opportunity.

- E. At new employee orientation, the Equity and Diversity Specialist will provide training to all new employees related to the University's Affirmative Action Plan, including training on discrimination, sexual harassment and retaliation.
- F. A copy of the policy statement signed by the President of the University will appear in all appropriate campus publications. All employees receive a copy of the Annual Notification of Campus Statement on Nondiscrimination, Compliance with the Americans with Disabilities Act, and The Prohibition of Sexual Harassment annually.

## **XI. EXHIBIT**

EXHIBIT I CSULA Reasonable Accommodation Procedure and Request Forms

## Exhibit I

# REASONABLE ACCOMMODATION PROCEDURE AND REQUEST FORMS



**REASONABLE ACCOMMODATION PROCEDURE**

1. An individual with a disability completes the reasonable accommodation request form attaching:
  - Doctor's verification of disability including limitations and duration of disability (permanent, long term, or temporary and, if temporary, estimated date of duration)
  - Job description, which includes essential functions of the position.
2. The Equity and Diversity Specialist reviews the request, including the essential job functions and medical documentation.
3. If deemed necessary, the Equity and Diversity Specialist meets with the requestor to discuss the request.
4. The Equity and Diversity Specialist gathers appropriate information, and reaches decisions concerning (a) whether the individual qualifies for an accommodation, (b) what accommodation would be effective and not cause undue hardship, and (c) which accommodation will be offered.
5. If an accommodation is not offered, or differs from the requested accommodation, the Equity and Diversity Specialist discusses the decision with the requestor.
6. The Equity and Diversity Specialist notifies the appropriate College Dean if requestor is a faculty member, or the appropriate manager/administrator if a staff member, of the request for reasonable accommodation and recommends funding.
7. The Equity and Diversity Specialist makes arrangements for the accommodation to be made.
8. The Equity and Diversity Specialist notifies the requestor of the accommodation to be implemented.



# California State University, Los Angeles

## Office for Equity and Diversity Request for Reasonable Accommodation

Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Working Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Status of Position:

- Faculty       Staff       Administrator       Temporary

### I need an accommodation for this reason:

- To participate in instruction, programs, services, activities, or events,  
 To complete the admission process,  
 To complete the employment application process,  
 To perform essential job functions, or  
 To have the same benefits and privileges as non-disabled employees.

### Disabling condition(s):

- Permanent Disability       Temporary Disability (if so, duration of condition)

**Has disability been verified?** Please indicate in what form (e.g., statement from medical doctor; health practitioner, rehabilitation professional) and attach.

**Please describe, in detail, the problem or issue for which you are requesting accommodation.** *If related to the performance of job responsibilities, state the task(s) for which you need an accommodation, and describe the difficulty you have performing that task.*

**What type(s) of accommodations do you feel would be effective?** *If auxiliary assistance is being requested (e.g., reading/note taking...), please describe the function for which assistance is being requested.*

**What is the anticipated cost of these accommodations?**

- **Auxiliary Assistance:** \$ \_\_\_\_\_  
Cost per hour: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Weeks per year: \_\_\_\_\_

- **Equipment:** \$ \_\_\_\_\_  
Specify equipment vendor and cost in as much detail as possible. Please list all components and prices separately. Alternative documentation should be attached to this form.

Describe how equipment will be utilized.

***NOTE:** Departments are expected to provide maintenance and repair for all equipment.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please submit this form to the Office for Equity and Diversity, Administration 606. Your request will be given thorough consideration. Alternatives may be discussed with you or you may be contacted for additional information before a decision is reached. As soon as a decision is reached, you will be informed by the Office for Equity and Diversity.*

*Please feel free to contact the Office for Equity and Diversity if you have questions.*

<input type="checkbox"/> Approved _____	Matching Funds: \$ _____	Date _____
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Discuss	