

20.6 Employee Hiring and Human Relations

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1. Purpose. The purpose of these policies and procedures is to set forth the organizational manner in which Eastern New Mexico University-Roswell (ENMU-Roswell) ensures compliance with equal employment opportunity and affirmative action requirements and deals with workplace problems of employees.

2. Policy. ENMU-Roswell's general policies related to the foregoing purpose are:

A. ENMU-Roswell subscribes to affirmative action and equal employment opportunity practices as required by law.

B. It is not enough to merely satisfy the letter of affirmative action or equal employment opportunity law; the institution must continue to embrace the spirit of law.

C. Responsibility for affirmative action and equal employment opportunity ultimately rests at the highest levels of administration within the institution.

D. ENMU-Roswell shall provide employees a manner in which to express their workplace grievances, as well as assistance in obtaining that level of due process to which they are entitled if they are victims of a violation of institutional policies and procedures.

The foregoing purposes and policies are administered according to the following:

ORGANIZATIONAL RESPONSIBILITY AND AUTHORITY

3. Administration. The Director of Human Resources/Affirmative Action (the Director), in consultation with and oversight by the ENMU-Roswell President, shall administer the policies and procedures relating to affirmative action, equal employment opportunity, and employee grievances.

However:

A. All levels of administration and supervision shall have inherent responsibility for program success, particularly within individual units.

B. The Director is assigned the authority to carry out the affirmative action program and monitor the equal employment opportunity effort. As the Affirmative Action Officer, he/she shall perform the duties articulated in the institution's Affirmative Action policies and procedures.

C. The Director shall also evaluate the institution's equal opportunity practices and report any deficiencies to the ENMU-Roswell President.

4. Affirmative Action Plan. The Director shall be responsible for the overall implementation and coordination of the Affirmative Action Plan, which includes Equal Employment Opportunity, Veteran's Affirmative Action, and Americans with Disabilities Act of 1990 (ADA) Affirmative Action. It shall be the Director's responsibility to assure that the institution is, in fact, an equal employment opportunity

employer. Assurance shall be obtained through continuous monitoring of hiring, promotion, and termination patterns.

5. Availability. The Office of Human Resources and Affirmative Action shall be in a prominent location and readily available to all employees.

6. Notice of Policy. Notice of the need for vigilance in observance of policies and procedures relating to affirmative action, equal employment opportunity, and human relations in general must be given with sufficient frequency and prominence to assure that all employees have an opportunity to understand such policies and procedures. While various methods may be used, the ENMU-Roswell President shall annually distribute to all employees each fall semester the institution's position on affirmative action and equal employment opportunity. A suggested, though not mandatory, wording for such notices is as follows:

Responsibility for Affirmative Action and equal employment opportunity ultimately rests with the highest levels of the administration within Eastern New Mexico University-Roswell. However, all levels of administration and supervision have an inherent responsibility for program success, particularly within individual units.

Authority to carry out the affirmative action program and monitor ENMU-Roswell's equal employment opportunity effort is assigned to the Director of Human Relations/Affirmative Action. The Director will monitor and evaluate ENMU-Roswell's equal employment opportunity practices and report deficiencies to the Office of the ENMU-Roswell President.