



## **FINANCE, ADMINISTRATIVE SERVICES, and OPERATIONS**

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#### **Equal Employment Opportunity Statement**

Alcorn State University is expressly committed to providing equal employment opportunities without regard to race, color, national or ethnic origin, ancestry age, religion or religious creed, disability or handicap, sex or gender identity and/or expressions, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Further, the University will not tolerate any instances of harassment/sexual harassment. This policy applies to all employees, regardless of position, consultants and applicants for employment. Additionally, it is the responsibility of all personas making employment decisions to adhere to this policy.

Alcorn State University will not knowingly conduct business with any individual, organization, or entity that practices illegal discrimination. It is the intention the University to comply with all applicable federal and state laws and regulations which prohibits unlawful discrimination.

All personnel actions, programs, and facilities will be administered in accordance with equal opportunity policies, including but not limited to recruitment, selection, assignment,

conditions of employment, selection for training or retraining, and social and recreational programs.

Further, as an institution of higher education and in consonance with its policy of equal employment opportunity, Alcorn State University hereby declares its policy of equal opportunity. Questions regarding Equal Employment Opportunity may be directed to the Office of Human Resources Management, EEO/AA Manager at 601-877-6425.

If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact:

Office of Human Resources Management  
EEO/AA Manager Sharonda V. Porter, M.S.  
Walter Washington Administration Building #107  
1000 Alcorn Drive Suite 390  
Lorman Mississippi 39096  
601-877-6425

This policy assists the University in complying with federal and state legal mandates and University policies in relation to discrimination and applies to all members of the University community. The full Notice of Non-Discrimination policy as well as the Procedure for the Resolution of Discrimination Complaints can be accessed on the University's Policy Directory at <http://alcorn.edu/university-policies>

### **Title VII of the Civil Rights Act of 1964 (Title VII)**

This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

### **The Pregnancy Discrimination Act**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### **The Equal Pay Act of 1963 (EPA)**

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### **The Age Discrimination in Employment Act of 1967 (ADEA)**

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### **Title I of the Americans with Disabilities Act of 1990 (ADA)**

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

### **Sections 102 and 103 of the Civil Rights Act of 1991**

Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

### **Sections 501 and 505 of the Rehabilitation Act of 1973**

This law makes it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

**The Genetic Information Nondiscrimination Act of 2008 (GINA)** Effective - November 21, 2009.

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members

(i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

## **Nondiscrimination**

Alcorn State University offers to all person's equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.

## **Title IX and Sexual Harassment/ Sex Discrimination/ Sexual Misconduct**

Title IX of the Education Amendments of 1972 responds to allegations of sexual harassment consistent with Title IX's prohibition against sex discrimination. These regulations are intended to effectuate Title IX's prohibition against sex discrimination by requiring recipients to address sexual harassment as a form of sex discrimination in education programs or activities that are federally funded.

### **External Resources**

#### **EEOC**

Equal Employment Opportunity Commission  
McCoy Federal Building  
100 West Capitol Street, Suite 207  
Jackson, MS 39269

Phone: 800.669.4000  
Fax: 601.948.8401  
TTY: 800.669.6820  
URL: <https://www.eeoc.gov/>

#### **OFCCP**

Office of Federal Contract Compliance Programs  
McCoy Federal Building  
100 West Capitol Street, Suite 207  
Jackson, MS 39269

Phone: 601.965.4668  
Fax: 601.965.4762  
TTY: 877.889.5627  
URL: <https://www.dol.gov/ofccp/>

#### **OCR**

Office for Civil Rights  
U.S. Department of Education  
Dallas Office  
Dallas, TX 75201-6810

Phone: 214.661.9600

Fax: 214.661.9587

TTY: 800.877.8339

URL: <https://www2.ed.gov/about/offices/list/ocr/>

## Diversity & Inclusion

### **Recruitment Resources**

This list is not intended to be all-inclusive, but to serve as a guide for expanding recruitment efforts to create the most diverse candidate pool possible. Please note that some resources offer position listing free of charge; others charges fees. Additionally, bear in mind that individual Web sites and listserv owners are subject to change without notice.

### **Veterans**

- **Hire Veterans.com**
- **Military New, Education, and Veteran Jobs**
- **Veteran Employment**
- **Veterans Enterprise**
- **Disabled Veterans**

### **African-Americans**

- **Black Perspective**
- **Diverse Issues in Higher Education**
- **Historically Black Colleges and Universities (HBCU) Connect**
- **The Journal of Blacks in Higher Education (JBHE)**
- **American Association of Blacks in Higher Ed**
- **National Forum for Black Public Administrators**
- **NAACP Recruitment Resources**
- **National Black MBA Association**
- **National Association of Black Accountants**

### **Women**

- **Society of Women Engineers**
- **Women in Business and Industry**

- **Women In Higher Education**

### **Hispanic/Latino**

- **Hispanic Association of Colleges and Universities**
- **Hispanic Outlook In Higher Education**
- **Hispanic Today**
- **Latinos in Higher Ed**
- **Society for the Advancement of Chicanos and Native Americans in Science**
- **Voice of Hispanic Education**
- **Hispanic Alliance for Career Enhancement (HACE)**
- **Hispanic Outlook in Higher Education**
- **Hispanic Network Magazine**
- **Jobs and Careers for Latino Professionals**
- **Careers for Latinos and Bilingual Professionals**

### **Asian/Pacific Islander**

- **Association for Asian Studies**
- **National Association of Asian American Professionals**
- **Organization of Chinese Americans**

### **Native American**

- **American Indian Science and Engineering Society**
- **Native American Resources**
- **Society for the Advancement of Chicanos and Native Americans in Science**
- **American Indian Culture & Research Journal**
- **Native American Jobs**

### **Individuals with Disabilities**

- **Ability Links**
- **Disability Jobsite**
- **Americans with Disabilities Act**
- **Individuals with Disabilities Education Act**
- **Disability Rights in MS**
- **Association on Higher Ed and Disabilities**
- **Ability Jobs Finding Employment for People with Disabilities**

### **Lesbian, Gay, Bisexual, Transgender**

- **LGBT Center on Halsted-Advancing the LGBTQ Movement**
- **LGBT CareerLink Out & Equal-Workplace Advocates**
- **Out Professionals**

## **Older Workers**

- **Jobs for Older Workers**
- **Senior Job Bank**

## **Minority Groups (all-inclusive)**

- **Academic360.com**
- **Diverse Issues in Higher Education**
- **Hire Diversity**
- **The National Employment Minority Network, Inc (NEMNET)**
- **American Association of University Professors- Resources in Diversity and Affirmative Action**
- **Insight Into Diversity**
- **Equal Opportunity Publication, Inc.**
- **Diversity Link** (includes fees for posting)

The Association of American Colleges & Universities  
American Commitments Projects Diversity/Web  
1818 R. Street, NW  
Washington, DC 20009

## **Affirmative Action Plan**

### **What is an Affirmative Action Plan?**

\* Note: all language is that used by the government in the AAP order

### **Equal Employment Opportunity Statement**

Alcorn State University (ASU) offers to all person's equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law. It is the responsibility of all persons making employment decisions to support this policy and ensure the work environment is free from discrimination as established in the University's Affirmative Action Plan.

### **Why does ASU have an AAP?**

An Affirmative Action Plan (AAP) is a requirement of Executive Order (E.O.) 11246 (as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, 38 U.S.C. 4212 and Section 503 of the Rehabilitation Act of 1973 (Section 503), as amended), which mandates organizations that receive federal money must take positive actions to ensure equal opportunities exist in every aspect of the employment process.

## **What is the purpose of an AAP?**

An AAP is a management tool designed to ensure equal employment opportunity for minorities, women, veterans and individuals with disabilities.\* Affirmative Action is based on the premise that over time and absent discrimination the University's workforce will reflect the ethnic, racial and gender make-up of the labor markets used to recruit applicants.

## **What does an AAP require?**

- ASU is required to conduct annual workforce analyses of:

Representation of women and minorities compared to the representation of the available workforce for each EEO job category for each campus.

EEO job categories: 1) Executive/Managerial, 2) Faculty, 3) Professional, 4) Clerical, 5) Technical/Paraprofessional 6) Skilled Craft 7) Service Maintenance

Representation of veterans and individuals with disabilities compared with a benchmark.

- Identify areas of underrepresentation and create goals for improvement. Any area where ASU's workforce has less representation of the covered groups than the available labor market is considered "underutilization," or a gap. Gaps are then translated into goals for improvement.
- Make "good faith efforts" to achieve our goals.

Note that the AAP analysis looks at the available labor market of each job category and not general population statistics. For example, the Skilled Craft category tends to have a greater proportion of males in the labor market, so the goal for female representation is likely lower than it would be for a category such as Clerical, which tends to have a much higher female representation in the labor market.

## **What doesn't an AAP require?**

Goals are not quotas and therefore are not required to be achieved. The reason for this is that diversity efforts cannot be contrary to federal law which states that you cannot discriminate based on a protected class. If ASU were to only consider women or minorities for employment based on a goal we would be discriminating against white males, which is a group also protected by Title XII. Therefore, the AAP focuses its attention on the creation and achievement of "good faith efforts."

## **What are good faith efforts?**



ASU's obligation under the AAP is to make "good faith efforts" to achieve its goals by increasing the pool of qualified minority, female, veteran and disabled candidates when recruiting for open positions. ASU identifies good faith efforts as part of its AAP each year. Examples include:

Displaying EEO posters prominently in the workplace

Analyzing all job descriptions to ensure minimum qualifications are accurately reflected

Reviewing minimum qualifications of similar positions to ensure consistency across departments

Utilizing the Mississippi Department of Employment Services, job fairs and recruiting programs sponsored by local community colleges and other community organizations to source applicants

Identifying and utilizing targeted recruitment sites for qualified minority and female applicants.

### **Is the AAP ASU's diversity strategy?**

The AAP is not a diversity strategy but data that may be used to inform a diversity strategy. For example, the most current ASU AAP does not show "black faculty" as a goal area, meaning that our representation mirrors that of the available workforce. Even though the AAP does not indicate that we have underrepresentation in faculty, ASU may still desire such a diversity strategy but now informed that our strategies have to be more robust than simply recruitment focused as there is a lack of diversity in the pipeline to be recruited from.

### **How can leaders help?**

Partner with University Human Resources Management to ensure job descriptions and postings are consistent with similar jobs across the University and accurately reflect appropriate minimum qualifications.

Adhere to University hiring policies (such as posting).

Utilize the staff and faculty hiring toolkits.

Partner with the Office of Equal Employment Opportunity & Affirmative Action (EEO/AA) to identify diversity recruitment resources to source applicants.

- Ensure all participants in the hiring process receive training.
- Consider diversity when selecting committee members.

- Do not make any employment decisions based on a protected class.

Notify EEO/AA of any efforts being made to improve diversity in representation or to improve diversity in representation or to ensure compensation is equitable.

Ensure all leaders attend AA 101 training to understand their EEO/AA responsibilities.

How can I find out more?

The EEO/AA Manager schedules annual training with leadership to review the AAP.

### **Staff Directory**

Sharonda V. Porter, M.S.

EEO/AA Manager

601-877-6425

- Directs University's affirmative action initiatives regarding employment, recruitment and retention
- Oversees and provides training to the university community, particularly supervisors on subjects such as Affirmative Action requirements and compliance
- Advises leadership to ensure that recruitment and hiring procedures are free of bias/discrimination
- Investigates claims of discrimination and issues directives and recommendations for resolution
- Primary contact for EEO/discrimination complaints. Conducts the initial review of the complaint and coordinates investigations with EEO/AA Manager
- Reviews and approves requests relating to the Americans with Disabilities Act for employees and applicants; conducts the interactive process and assists with recommending appropriate reasonable accommodations
- Meets with prospective employees to discuss background check results and report determinations regarding clearance to hiring managers

- Prepares the University Affirmative Action Plans and provides training to the University Community on the AAP and other EEO/AA topics

Affirmative action shall be taken when regarded essential to maximize equal employment opportunity in a manner accessible under present law at Alcorn State University. It will be the responsibility and charge of the Equal Employment Opportunity/Affirmative Action Manager to execute these policies and procedures. The EEO/AA Manager is housed in the Office of Human Resources Management. The hours of operation are from 8:00 am until 5:00 pm, Monday – Thursday, and 8:00 am until 4:00 pm on Friday. The contact number is 601-877-6425.