

Gonzaga University

502 E. Boone Avenue

Spokane, WA 99258

AFFIRMATIVE ACTION PLAN FOR PERSONS WITH DISABILITIES

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AFFIRMATIVE ACTION FOR PERSONS WITH DISABILITIES

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Reaffirmation of our Commitment to Equal Opportunity

To: All Faculty, Staff, Job Applicants, Supervisors and Officials


Subject: Affirmative Action - Equal Employment Opportunity for Persons with Disabilities

Employers play a key role in helping overcome barriers those with disabilities may experience in obtaining equal opportunity. Gonzaga University is dedicated to facilitating and co-creating a welcoming and equal opportunity environment for persons with disabilities. We recognize the unique and intrinsic value of each person and are committed to providing opportunity for all faculty and staff to meet their fullest potential in achieving our goal of equal employment opportunity.

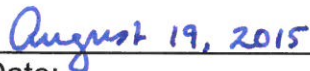
There shall be no discrimination against any faculty, staff, or applicant for employment because of physical or mental disability, except in cases of a bona fide job-related disqualification. In addition, Gonzaga University will make every effort to ensure that all employment decisions, employment programs and personnel actions are administered in conformance with the principles of equal employment opportunity. We will take affirmative action to employ, and advance in employment, persons with disabilities at all levels of employment, and to otherwise treat such persons without discrimination on the basis of non-disqualifying disability in all employment practices including, but not limited to: recruitment, advertising, hiring, upgrading, promotion, discipline, transfer, layoff, leave or termination, rates of pay, other forms of compensation or benefits, training, apprenticeship, or participation in social or recreational activities. 60-741.5(a)

Faculty, staff, and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because of filing a complaint, assisting in an investigation, opposing a practice prohibited by laws protective of persons with disabilities, or exercising any other rights under such laws.

Christine Purviance, Assistant Director of Equity and Inclusion, is designated as Gonzaga University's Affirmative Action Officer and ADA/504 Coordinator. Christine has responsibility to maintain the necessary programs, records and reports to ensure compliance and policy objectives. This plan will be available for review by faculty and staff or applicants on the Human Resource Equal Opportunity page of the Gonzaga University website. I expect all of us to give our full support to this effort.



Thayne McCulloh, President



Date:

B. PURPOSE and DEFINITIONS

60-741.1 & 2

The purpose of this policy is to promote equal employment opportunity for persons with disabilities and to prevent unlawful discrimination in keeping with the requirements of Section 503 of the Rehabilitation Act of 1973 and the relevant regulations of the U.S. Department of Labor (CFR 41 60-741).

An Individual with a Disability is defined as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities of such individual, (as compared to most people in the general population); or
- Has a record of such impairment; or
- Is regarded as having such impairment as defined in the Rehabilitation Act or the ADA.

A Qualified Person with a Disability is defined as an individual with a disability who satisfies the requisite skill, experience, education and other job related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation can perform the essential functions of such position.

Current use of illegal drugs, alcoholism contributing to inability to perform, and certain other behavioral and sexual disorders are legally excluded from this definition. 741.3(b)(2)

C. REVIEW of PROCESSES and CONSIDERATION of QUALIFICATIONS 60-741.44(b)

We ensure that our processes provide for careful, thorough and systematic consideration of job qualifications of applicants and employees with known disabilities for all job openings and training opportunities. Records of all personnel actions with respect to known persons with disabilities, accommodations made, complaints or grievances, and action taken hereunder shall be maintained for at least 12 months. This shall include personnel file notations of each vacancy or promotion for which persons with disabilities are considered, and, if rejected, a statement comparing the qualifications of the person selected with the person with disability, the accommodations considered, and the reason for rejection. All personnel processes will be reviewed at least annually to determine whether they assure careful, thorough and systematic consideration of the job qualifications of known disabled applicants or employees for all job openings and training opportunities.

Records of training programs for which disabled faculty and staff were considered and those which were attended will also be kept. Where an accommodation to a disability is made to enable placement of a covered person, the accommodation file will contain a description, and such will be logged and reported annually.

D. PHYSICAL AND MENTAL QUALIFICATIONS

60-741.44(c)

Any physical, sensory or mental job requirements will be reviewed at least annually and written to ensure that they do not tend to screen out qualified persons with disabilities unless they are validly related to the specific job for which the individual is being considered and are consistent with business necessity.

Physical and mental selection standards and medical examinations, if required, are applied only in accordance with business necessity, job safety and performance in a non-discriminatory fashion. Such exams, other than drug screenings, will not be required of applicants until after a contingent offer of employment. Information obtained from such exams will be kept confidential except on a need to know basis such as supervisors who may be informed regarding accommodations or work restrictions, safety personnel regarding conditions requiring emergency treatment, or government compliance officials.

E. AUDIT and REPORTING

60-741.40(b), .44(h)

This affirmative action plan will be reviewed and updated annually by the Affirmative Action Officer. If this review produces significant changes in this plan, these changes will be communicated to employees and applicants in writing. All plan records, reports and personnel files will be available to government auditors upon request.

We will design, implement and document annually an audit and reporting system that will:

1. Measure the effectiveness of our Affirmative Action Plan;
2. Indicate any need for remedial action;
3. Determine the degree to which our objectives have been attained;
4. Determine whether known individuals with disabilities have had the opportunity to participate in all Gonzaga sponsored educational, training, recreational and social activities;
5. Measure our compliance with specific AAP obligations, document actions taken related to above; and
6. Correct any deficiencies to bring our programs into compliance.

F. ANNUAL DATA COLLECTION

60-741.44(k)

As required, we will annually track and tally: 1) the number of applicants identifying as or known to be individuals with disabilities, 2) the number of jobs opened and filled, 3) the number of applicants for all jobs, 4) the number of applicants with disabilities hired, and 5) the total number of all applicants hired. These records will be retained for at least three (3) years.

G. UTILIZATION GOALS and ANNUAL ANALYSIS

60-741.45

The U.S. government sets a goal for employment of qualified individuals with disabilities at 7% of the contractor's workforce (and 7% of each Job Group for contractors with more than 100 employees.) Quotas are prohibited. This is an aspirational goal only against which we annually measure our disability representation. It will be reviewed periodically and updated as appropriate.

Job Groups shall be the same as those under Executive Order 11246, 41 CFR 60-2 and 4.

Problem Areas and Action Plans - If the percentage of individuals with disabilities in one or more job groups, or in our workforce, is less than the utilization goal, it is not a finding of discrimination, it just means we take steps to determine whether impediments to equal employment opportunity exist, assessing all efforts contained in this AAP, and develop and execute action-oriented programs designed to correct any identified problems.

H. ANNUAL WRITTEN ASSESSMENT of OUTREACH

60-741.44(f)3

We annually write a review of our outreach and recruitment efforts over the previous twelve months to evaluate their effectiveness in recruiting qualified individuals with disabilities. This will include the criteria used to evaluate the effectiveness of each effort and our conclusion as to whether each effort was effective. Among these criteria shall be the data collected in section F above, our annual data collection, for the current year and the two most recent previous years. Records will be retained for three (3) years.

I. REASONABLE ACCOMMODATION

60-741.44(d)

Gonzaga University will make reasonable accommodation to limitations of faculty, staff or applicants with disabilities whenever such would not create an undue hardship on the conduct of business. Consideration of business necessity and financial costs will be determining factors when considering the extent of the accommodation obligation. Where performance difficulties are observed and a disability is known, we will ask, if appropriate, about a possible connection.

Gonzaga University will ensure access of persons with disabilities to the employment process through the following:

1. Buildings and facilities including employment offices and applicant areas, and the general workplace will provide appropriate access.
2. Primary entrances not at ground level will be accessible by a gently sloping non-skid ramp area with a level area before the door large enough to enable a wheelchair-bound person to turn, open the door and enter without rolling backwards or an elevator with adequate signage and directions.
3. Restroom facilities will be designed to accommodate wheelchairs.

J. COMPENSATION

60-741.21(a)9

Offers of employment, promotion, transfer, or other compensation or benefits shall not be reduced or influenced by any disability income or pension payments or benefits derived from another source. Benefits including, but not limited to vacation, holiday, leave of absence, or retirement will be provided without discrimination because of disability.

K. ANTI-HARASSMENT

60-741.44(e)

Gonzaga University has developed and implemented procedures to ensure that its faculty and staff with disabilities are not harassed because of disability.

L. EXTERNAL DISSEMINATION

60-741.5, .44(f)

Gonzaga University recognizes the following requirements:

1. Applicant websites if any will include the disability rights notice (poster) provided by the Secretary of Labor, and capture and store it with or as part of our e-application. (41 CFR 60-741.5.4)
2. Recruiting ads shall state that "all qualified applicants will receive consideration for employment without regard to their disability status." (41 CFR60-741.5(12))
3. The posted Reaffirmation Statement (page 3) must include Braille versions or other accommodations to make it accessible. (41 CFR60-741.5,21, 41, 43, 44a)
4. Send notice to all vendors, suppliers, including recruiting sources, and any unions to request cooperation and appropriate action.
5. Develop appropriate outreach and recruitment actions, such as:
 - a. Enlisting the help of state WorkSource, disability counselors on college campuses, or service groups for both recruiting and technical assistance in disability issues;
 - b. Briefings and tours for disability representatives as appropriate to our recruiting needs, including explanations of hiring process, current and future openings, job descriptions and referral methods;
 - c. Reaching out to students with disabilities in college/school recruiting, if any;
 - d. Including employees with disabilities in any such outreach efforts;
 - e. Taking positive steps to attract persons with disabilities not currently in the workforce;
 - f. Using language on any employment brochures, advertisements, bulletin boards, and applications to inform persons of disability of this plan;

- g. Reviewing personnel records to determine availability and promotability of known covered persons for each opening.

M. INTERNAL DISSEMINATION

60-741.44(g)

1. This policy will be communicated to all faculty, staff, and supervisors through inclusion in Gonzaga University Policies & Procedures Manual.
2. Supervisor meetings on EEO/Affirmative Action will include discussion of this plan.
3. New Employee Orientation and supervisory training programs will include this Affirmative Action plan.
4. All individuals involved in recruitment, screening, selection, discipline or any personnel decision shall be trained to ensure compliance with this plan.
5. Periodic articles or announcements will be posted in various newsletters and communications, which could include special features on accomplishments of individuals with disabilities.
6. The policy will be posted on the Human Resources Equal Opportunity page of the Gonzaga University website. Any significant changes resulting from updates shall be communicated to faculty, staff, and applicants.

N. CONTRACT and PURCHASE ORDER CLAUSES

41 CFR 60-741.5(a)

Our vendors, contractors and suppliers will be informed of our policy, and all purchase orders or contracts of \$10,000 annual value or more will contain in bold text the following clause:

41 CFR 60-741.5(a) requires all contracts and purchase orders to incorporate this language: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities." (.5 (d))

This is only a summary statement of the requirements of 41 CFR 60-741.5(a). This will apply for the full duration of such contract regardless of changes in the annual value. This clause is also deemed to be part of such contracts by operation of the law.

Implementation and management of the Affirmative Action Plan is the responsibility of every supervisor. Specific responsibilities shall be allocated as follows:

1. Top Executives – President and Vice Presidents:
 - a. Provides support to the overall Affirmative Action plan by working with the Affirmative Action Officer on meetings, problem solving, and communication of the policy. Evaluates supervisor effectiveness in supporting the policy. Approves required amendments and assists in coordinating other corporate activity with this policy.
2. The Affirmative Action Officer:

Reporting to and with the full support of top management, Christine Purviance, Assistant Director Equity and Inclusion, is responsible for coordinating all compliance activities of the staff and management and filing related reports. Among the specific duties are:

 - a. Oversees and enforces University compliance with federally-mandated Affirmative Action functions;
 - b. Develops communications materials, policies and procedures, and arranges for their approval and dissemination;
 - c. Identifies problem areas in conjunction with management and employees; suggesting resolutions, including prevention of harassment, career counseling, etc;
 - d. Serves as liaison with relevant agencies, in conjunction with Employment Specialist;
 - e. Serves as the contact person for the Office of Federal Contract Compliance Programs (OFCCP) and other compliance agencies;
 - f. Collaborates with University departments on strategies to increase diversity hiring and integrate Affirmative Action efforts with broader University-wide diversity initiatives;
 - g. Keeps management informed of new developments;
 - h. Reviews job requirements and evaluates selection practices in conjunction with Employment Specialist;
 - i. Trains those involved in selection and placement to support this policy;
 - j. In coordination with HRIS Manager, compiles annual statistics, supporting data and the Current Plan Year Report. Obtains needed information from supervisors and other sources and incorporates into the summary. Presents the summary to management and helps develop approaches to meet goals.

- k. Ensures record keeping on personnel activity, compensation and applicant flow by job group, EEO class, ethnic background and sex. Ensures privacy and confidentiality;
 - l. Monitors reports to measure plan effectiveness and coordinates development of action plans from each year's reports;
3. Department Chairs and Supervisors:
- a. Advises Affirmative Action Officer of any potential problems pertinent to this policy as early as possible, and cooperate fully and candidly with any necessary internal investigation.
 - b. Refers inquiries or requests from outside third parties to the Affirmative Action Officer, while asserting that we are an affirmative action employer.
 - c. Develops and use only job related criteria for selection, evaluation, and other decisions. Review qualifications of all faculty and staff to ensure that persons with disabilities are given full opportunities for promotion.
 - d. Reports promptly any employee involved in harassment of others, assist and comply with investigation as required.
 - e. Cooperates in identifying problem areas, executing action plans, and assessing progress toward goals.
 - f. Provides objective individualized career counseling as needed. Encourage persons with disabilities to participate in employer-sponsored activities.
 - g. Evaluates assigned staff and faculty in their compliance with this policy.
4. All Faculty and Staff:
- a. Promotes our Affirmative Action efforts by referring qualified minorities and women they may know.
 - b. Treats fellow faculty and staff with acceptance, inclusion and respect, avoiding unwelcome and/or derogatory language or jokes.
 - c. Uses proper supervisor channels or the Affirmative Action Officer to report potential concerns or incidents early.

P. PLAN ACCESS by FACULTY, STAFF and APPLICANTS 60-741.44

Faculty, staff and the general public may view this policy on the Human Resources Equal Opportunity page of the Gonzaga University website. Periodic announcements will be placed in morning mail and other newsletters to communicate the location and purpose of this plan.

Q. INVITATION to SELF-IDENTIFY

60-741.42

Gonzaga University invites faculty, staff, and applicants who believe they are covered by this policy to identify themselves voluntarily in order to take part in our Affirmative Action Plan. The opportunity to self-identify occurs prior to a job offer on a form designed for that purpose and again after a job offer but before the applicant begins his or her job duties on another form designed for that purpose.

Additional invitations to faculty and staff will be made at least every five (5) years with a reminder in between. Faculty and staff may respond to this invitation to self-identify at any time via zagweb.gonzaga.edu.

No adverse treatment will result from refusal to provide information which the employee or applicant wishes not to provide. Such information will remain confidential and be used only for purposes of compliance with the law and regulations. Faculty, staff, and applicants shall be protected from intimidation, coercion or retaliation for filing a grievance or assisting in an investigation applicable to this policy.