



Medical College of Georgia
Academic, Research, and
Student Affairs Policy Library
**Affirmative Action and
Equal Employment
Opportunity Policy**

Policy 3.01

Volume 3 AA/EEO
Chapter 1 Affirmative Action and
Equal Employment Opportunity
Policy

Responsible Office: AA/EEO
Originally issued: 1/2/1998
Revised: 2/15/05

Policy Statement

To further its goal of Equal Employment Opportunity (EEO) for all employees and perspective employees without regard to:

- race
- color
- religion
- gender
- temporary disability
- age
- national origin
- disability
- Vietnam era veterans
- sexual orientation

or any other basis prohibited by applicable policy or law, the Medical College of Georgia (MCG) states as policy that:

- It will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, gender, temporary disability, age, national origin, disability, Vietnam era veteran status, sexual orientation, or any other basis prohibited by applicable law.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.
- All personnel actions, such as compensation, benefits, transfers, and social and recreational programs will be administered without regard to race, color, religion, gender, age, national origin, disability, sexual orientation, or any other basis prohibited by policy or applicable law.

Reason For Policy

The Medical College of Georgia has the goal of equal employment opportunity for all employees and prospective employees and agrees to abide by all federal, state, and local laws, as well as Medical College of Georgia policy. The Medical College of Georgia appoints the Director of the Affirmative Action/ Equal Employment Opportunity (AA/EEO) Office to administer and monitor its AA/EEO Plan and to make periodic reports to Senior Management. MCG is an AA/EEO, equal access institution with a zero tolerance policy against all discriminatory acts.

Entities Affected By This Policy

All employees and students of, and vendors or contractors doing business with the Medical College of Georgia or its campus affiliates are covered by this policy and should be aware of it.

Who Should Read This Policy

All employees and students of, and vendors or contractors doing business with the Medical College of Georgia should be aware of and follow this policy.

Contact	Phone	e-mail/URL
Director AA/EEO Office	706-721-7782, CJ 2117	sowalker@mcg.edu
AA/EEO Specialist	706-721-7782, CJ 2117	eeo@mcg.edu http://www.mcg.edu/aaeeo/staff.htm

Website For This Policy: <http://www.mcg.edu/aaffairs/policies/pdfs/p301.pdf>

Related Documents

- EEO Complaint Resolution Procedure:
<http://www.mcg.edu/AEEO/complaint.htm>.

Definitions

These definitions apply to these terms as they are used in this policy:

Affirmative Action (AA)	Refers to the affirmative plans that MCG will initiate to eliminate any illegal and discriminatory action relating to equal employment opportunity.
Equal Employment Opportunity (EEO)	This means that MCG cannot and will not discriminate against any prospective employee or existing employees in any of the protected categories listed below or other basis prohibited by applicable policy or law.
Protected Categories	Race Color Religion Gender Temporary disability Age National origin Disability (per sections 503 & 504 of Rehabilitation Act of 1973 and Americans with Disabilities Act) Sexual orientation Vietnam era veterans

Overview

As a state institution governed by the Board of Regents of the State of Georgia, the Medical College of Georgia is both legally and ethically bound to abide by all federal, state, and local laws pertaining to equal employment opportunity.

Process/Procedures

The Medical College of Georgia's Equal Employment Opportunity Policy and related policies will be available for all employees to see. These policies are re-affirmed annually by the President of MCG and are posted in full view in the major facilities on campus for all to see. They are also located on the Academic, Research, and Student Affairs Policy Library Website: <http://www.mcg.edu/aaffairs/301.htm>.

Anyone wishing to file a discrimination charge under one or more of the protected categories can refer to the complaint resolution process at: <http://www.mcg.edu/AEEO/complaint.htm>.

The Equal Employment Opportunity Policy will be implemented and enforced as follows:

Internally:

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Supervisors and managers are responsible for both affirmative action compliance and program implementation. They will continue to be trained in the area of equal employment and fair labor practices. Included in this training will be information on the evolving issue of sexual harassment, with emphasis on commitment to the MCG Gender Discrimination Policy (3.02), which strictly forbids this activity in any form.

Affirmative Action and Equal Employment Opportunity policies will continue to be discussed in all new employee orientation sessions.

Management will publish articles covering EEO programs and progress reports, will continue to emphasize MCG's commitment to AA, and will publicize hiring and promotion of minority and female employees in MCG publications, including the MCG newsletter, *The Beeper*. Employee activities included in *The Beeper* will illustrate the full participation of women and minorities as well as men, non-minorities, and the disabled.

When Medical College of Georgia employees are featured in product or consumer advertising, employee handbook, or similar publications, minority, non-minority, male, female, and disabled employees will be shown. Advertising for Medical College of Georgia will feature photographs of minorities and women as well as men and non-minorities.

Management will make known to all employees the existence of its Affirmative Action Plan and will make a campus copy available in the campus library and in the AA/EEO Office at Pavilion One, Room AE 1057.

Externally:

The Medical College of Georgia will inform recruitment sources of its commitment to EEO and AA. In so doing, MCG makes clear that all applicants will be treated without regard to:

- race
- color
- religion
- gender
- temporary disability
- age
- national origin
- disability
- Vietnam era veterans
- sexual orientation

Furthermore, these recruitment sources will be informed that MCG actively seeks qualified women and minority applicants for employment.

The Medical College of Georgia will communicate with appropriate minority and women's organizations, community agencies, guidance and placement personnel of local high schools, colleges, and other potential sources of minority and women applicants, apprising them of our EEO Policy and commitment to Affirmative Action and encouraging them to refer minority and women candidates for employment. When MCG advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation, "An Equal Employment Opportunity, Affirmative Action, Equal Access Employer" or its abbreviation (EEO/AA-Equal Access).

The Medical College of Georgia will inform prospective employees of the existence of its Affirmative Action Plan and will make available such elements of the Affirmative Action Plan so that prospective employees will know of and avail themselves of its benefits.

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The Medical College of Georgia will incorporate the Equal Employment Opportunity clause, 41 C.F.R. Section 60-1.4, in all purchase orders, leases, contracts, and other legal documents.

Responsibilities

The responsibilities each party has in connection with ARSA Policy 3.01, Affirmative Action and Equal Employment Opportunity Policy are:

Director AA/EEO Office	Ensure that all current and prospective employees of MCG know about this policy and how to obtain, this policy. Administer and monitor the AA/EEO Policy on the MCG campus. Ensure that this policy is followed by all employees, students, vendors, and contractors at MCG.
AA/EEO Specialist	Assist the Director in the above duties.