



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Sexual Orientation Discrimination Policy

### Policy 3.09

Volume 3 AA/EEO  
Chapter 9 Sexual Orientation  
Discrimination Policy

Responsible Office: AA/EEO

Originally issued: 1/2/1998

Revised: 2/15/05

### Policy Statement

The Medical College of Georgia prohibits discrimination on the basis of sexual orientation in all employment practices, including advertising, recruiting, hiring, salary determination, leaves of absence, and retirement.

This policy applies to all units of the Medical College of Georgia and at all times.

### Reason For Policy

This Medical College of Georgia policy is written to prevent job discrimination based on an individual's sexual orientation. The Medical College of Georgia prohibits discrimination against an employee whose sexual orientation includes same-sex relationships.

### Entities Affected By This Policy

All units of the Medical College of Georgia are covered by this policy.

### Who Should Read This Policy

All employees of the Medical College of Georgia should be aware of this policy. All employees who are involved with hiring other employees must be aware of and follow this policy.

### Contacts

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

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p309.pdf>

## Related Documents

Family and Medical Leave Act (FMLA), of 1993:  
<http://www.dol.gov/esa/regs/compliance/whd/whdfs28.htm>

## Overview

The use of sexual orientation in all employment practices of the Medical College of Georgia is prohibited. The institution strictly adheres to this formal policy and practices equal employment opportunity measures for all persons regardless of sexual orientation.

## Process/Procedures

### Hiring Practices

The Medical College of Georgia prohibits the use of sexual orientation when advertising for, recruiting, and hiring new employees. No positions exist at the Medical College of Georgia with any *bona fide* occupational requirements based on sexual orientation.

### Leave of Absence

All institutional policies regarding leave of absence apply equally to all employees regardless of sexual orientation. Employees availing themselves of sick leave incidental to pregnancy, childbirth, or adoption are permitted to work as long as verified medically by competent medical authority and can return to work using the same standard. Employees using sick leave incidental to pregnancy, childbirth or adoption are reinstated at such time as they are medically certified to return to work in their regular position.

Family or medical leave may be taken by an employee, without regard to sexual orientation, for the employee's child by birth or adoption. Family or medical leave for this purpose must be taken in consecutive weeks and may not be taken intermittently. The entitlement to begin family or medical leave expires at the end of the three-month period from the date of birth or adoption. If the leave period exceeds two weeks, the employee is required to make arrangements with the benefits office for payment of premiums for the duration of the leave. If the employee does not return to work at the expiration of family or medical leave, the employee may be subject to termination, unless the supervisor has given written approval for an extension.

### Retirement

Retirement benefits are offered to all employees without regard to sexual orientation. Retirement benefits are set by the Board of Regents and the State of Georgia and are not available to unmarried partners.

### Salaries

Salaries are determined without regard to sexual orientation.

### Complaints

Any employee who feels he/she has been discriminated against on the basis of sexual orientation should contact the AA/EEO Office.

## Responsibilities

The responsibilities each party has in connection with ARSA Policy 3.09, Sexual Orientation Discrimination Policy, are:

Director AA/EEO Officer AA/EEO Specialist	To ensure that discrimination, based on sexual orientation, does not exist at the Medical College of Georgia.
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