

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN**  
**OFFICE OF HUMAN RESOURCES**  
***POLICY AND PROCEDURES MEMORANDUM***

**EQUAL EMPLOYMENT OPPORTUNITY**

**DATE:** February 1, 2006

**1. PURPOSE**

This policy sets forth the commitment of The University of Texas of the Permian Basin to equal employment opportunity and ensures compliance with federal and state laws and regulations in these areas.

**2. POLICY**

The University of Texas of the Permian Basin is committed to equal employment opportunity. It accepts the obligation as a member of the community-at-large and as a government employer to exercise an active and positive program of non-discrimination in all areas of employment. Employment decisions are made by providing equal opportunity and access on the basis of qualifications and merit.

As provided by Regents' Rule and Regulations and The University of Texas of the Permian Basin policy and to the extent provided by applicable law, no person including students, faculty, staff, and temporary workers will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas of the Permian Basin on the basis of race, color, national origin, religion, sex, veteran status, sexual orientation, age or disability.

**2.1 Training**

The University of Texas of the Permian Basin shall provide training to all newly hired employees on institutional policies and procedures that prohibit discrimination, including sexual harassment, no later than thirty days after the date of hire. Program completion by all newly hired employees is mandatory.

The University of Texas of the Permian Basin will provide supplemental training for all employees on institutional policies and procedures that prohibit discrimination, including sexual harassment, every two years. Program completion by all employees is mandatory.

The University of Texas of the Permian Basin will require electronic or signed documentation of each employee's completion of the required new employee and

supplemental training. The completion of such training shall be noted on the employee's performance evaluations, as appropriate.

### **3. PROCEDURES**

**3.1** The Office of Human Resources will work with departmental management to assess hiring goals in accordance with equal employment opportunity principles and will submit a report on this activity to The University of Texas System Office of Employee Services in June of each year.

**3.2** The Office of Human Resources will review the listing of employees having completed the required training and report to the compliance officer the names and departments of all employees not completing the required training. The compliance officer will undertake appropriate action to assure the completion of the required training by these employees.

### **4. AUTHORITY**

- The University of Texas System Regents' *Rules and Regulations*, 30105
- Texas Commission on Human Rights Act
- *Texas Labor Code* , Chapter 21

### **5. APPLICATION**

This policy applies to The University of Texas of the Permian Basin.