

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

**Nondiscrimination, Equal Opportunity and
Affirmative Action in Employment Practices**

**3-008
FISCAL SERVICES
April 2013**

UNIVERSITY POLICY AND STATE LAW

- 1.01 OSU Institute of Technology (OSUIT) is an equal opportunity and affirmative action employer, and as such, provides equal opportunity for employment and advancement of all employees without regard to race, creed, color, religion, national origin, sex, age, sexual orientation, qualified disability, or veterans' status.
- 1.02 It is the policy of OSUIT to select applicants for positions at the university on qualifications, merit, and professional capability alone without regard to race, creed, color, national origin, sex, age, religion, sexual orientation, qualified disability, or veteran's status as defined by law.
- 1.03 It is further the policy of the university to be in voluntary compliance with any and all applicable statutes, regulations, and executive orders as they pertain to equal opportunity and nondiscrimination, regardless of whether such statutes, regulations, or executive orders are of federal or state origin.
- 1.04 Nepotism
- A. Members of an employee's immediate family will be considered for employment on the basis of their level of training, experience and qualifications. Immediate family may not be hired if employment would:
- i. Create a direct supervisor/subordinate relationship with a family member;
 - ii. Put the employee within a reporting chain of command with a family member;
 - iii. Have the potential for creating an adverse impact on work performance;
 - iv. Create either an actual conflict of interest or the appearance of a conflict of interest.
- B. Other than mentioned above, there shall be no restrictions of employment, salary, promotion, assignment, working conditions, or other factors based upon kinship. In instances where one member of the family is in a position to function as a judge or advocate in specific situations involving a member of the immediate family, it shall be the policy of the university that one shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave, etc.) to the other(s).

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- C. For the purpose of this policy, the immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.
 - D. This policy shall not apply to adjunct faculty, contractual or temporary employees.
 - E. The university discourages personal relationships between employees. If such a relationship creates an adverse impact on work performance or creates a conflict of interest within the unit, the university reserves the right to remedy the conflict by way of transfer or termination of one or both employees
- 1.05 Each employee of OSUIT, by performing his/her assigned duties, contributes to the instructional, research and administrative activity of the university. Thus, the university subscribes to sustaining the dignity of the employee and endeavors to provide working conditions based on fair and equitable standards.
- 1.06 Any employee or group of employees has the right, without retaliation, to discuss with his/her supervisor(s) or the Director of Human Resources, the terms of his/her employment or working conditions.
- 1.07 The Director of Human Resources is responsible for all matters relative to the university's Equal Employment Opportunity/Affirmative Action program.
- 1.08 The Director of Human Resources is responsible for application, conformity, and coordination of the personnel policies and procedures and for developing recommendations when applicable.
- 1.09 Unit supervisors are responsible for the administration and equal employment opportunity/affirmative action compliance of all personnel functions in conjunction with the Affirmative Action Plan, as they pertain to employees under their jurisdiction.

Approved: August 1996
Revised: October 2005
Revised: July 2009
Revised: April 2013