1.0 PURPOSE
Wheeling Jesuit University provides equal employment opportunity to both its employees and applicants for employment.

2.0 POLICY STATEMENT

2.1 It is the policy of Wheeling Jesuit University that:

2.1.1 All employment-related activities and personnel actions will be administered in a nondiscriminatory manner. This policy applies to advertising, recruitment, interviewing, offers of employment, promotion, demotion, transfer, reductions in force, termination, compensation, and University-sponsored training, education, tuition assistance, social programs, recreation programs or any other terms, benefits, or conditions of employment.

2.1.2 No person will be discriminated against on the basis of race, color, religion, gender, sexual orientation, national origin, ethnicity, age, marital status, blindness, handicap, disability, or Vietnam Era or disabled veteran status insofar as any of these classes are defined and protected by local, state, and federal laws and regulations.

2.2 Statutes
The laws governing equal opportunity include, but are not limited to

- The Civil Rights Act of 1866
- The Equal Pay Act of 1963
- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Executive Order 11246, as amended
- Title IX of the Education Amendments of 1972
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act, as amended
- The Americans With Disabilities Act; the Civil Rights Act of 1991
- The West Virginia Human Rights Act
- The Virginia Human Rights Act
- Article 169 of the Codified Ordinances of the City of Wheeling

2.3 Wheeling Jesuit University values diversity and seeks talented employees from a variety of backgrounds. To this end, the University takes affirmative action to employ qualified women, minorities, disabled or Vietnam Era veterans, and handicapped individuals. Questions or concerns regarding the University’s equal opportunity/affirmative action policies should be directed to the Affirmative Action/Equal Employment Opportunity Officer; the Director of Human Resources currently serves in that capacity.

2.4 The Human Resources Department will maintain the University’s Affirmative Action Program and update it regularly to maintain compliance with all applicable laws. All supporting documentation will be maintained in compliance with the requirements of the applicable laws. Notification of the University’s intent will appear on the University’s website and on all job opportunity postings.

2.5 Any questions regarding equal employment, affirmative action or diversity programs should be directed to Human Resources.
3.0 AUTHORIZATION
The Director of Human Resources has the authority to change, modify or approve exceptions to this policy at any
time with or without notice and with the approval of the University President or his designee.

4.0 ATTACHMENTS
Compensation Procedures: Pay Adjustments: Promotion / Demotion / Reduction in Force / Restructure
Equal Employment Opportunity & Affirmative Action Statement
Interview Procedure Policy
http://www.eeoc.gov/laws/practices/index.cfm