

UCERA

University Clinical, Education & Research Associates

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EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of **University Clinical, Education & Research Associates (UCERA)**, to seek to employ the best qualified individuals and to provide them with opportunity for advancement, where possible. All personnel policies and practices are administered in a manner which does not discriminate against any employee or applicants for employment, pursuant to applicable law because of race, color, religion, sex, including gender identity or expression, age, national origin, ancestry, marital status, disability, sexual orientation, military/veteran status, citizenship, assignment of income for child support obligation, genetic information, credit history, domestic or sexual violence or other grounds protected under applicable state and federal equal employment opportunity laws, regulations, and/or applicable executive orders. It is also an unlawful discriminatory practice for any employer to refuse to hire or employ or to bar or discharge from employment, or otherwise to discriminate against any individual in compensation or in the terms, conditions, or privileges of employment because of the above protected bases. Such unlawful discriminatory practices are prohibited under state and federal civil rights laws. UCERA does not discriminate on the basis of arrest and court record, but may refuse to employ a person with a criminal conviction that bears a rational relationship to the duties and responsibilities of the position, such as disqualification from providing services in the Medicare program.

Employment and promotion decisions will be made in accord with principles of equal employment opportunity. Personnel action such as compensation, benefits, transfers, layoffs, and returns from layoff, company-sponsored training, education, tuition assistance, or social recreational programs will be administered in an equitable and nondiscriminatory manner. Affirmative action will be taken to employ and advance in employment qualified women, minorities, veterans and persons with disability, including disabled veterans.

The CEO of UCERA has overall responsibility and fully supports the organization's Equal Opportunity Policy. The Human Resources Director may represent the CEO in all matters related to this Policy and Affirmative Action Plan.

The Human Resources Director/EEO Officer, with the assistance of designated staff, is responsible for conducting periodic audits to ensure compliance with organizational policy as well as state and federal laws regulating employment opportunity and affirmative action. Where the need for additional action is indicated, the Human Resources Director will recommend corrective measures to management staff.

Managers, Supervisors and Department Heads are accountable for seeing that the Equal Opportunity Policy and Affirmative Action Plan are carried out in relation to selection, promotion, transfers, training, assignments, and other conditions of employment as they apply to employees with their departments.

Requests to review a copy of UCERA's Affirmative Action Program can be made through the Human Resources Office during normal business hours.