



# DAEMEN

COLLEGE

**A World of Opportunity**

Office of the President

September 12, 2016

Daemen College  
Faculty, Staff, and Job Applicants

**SUBJECT:** Equal Employment Opportunity and Affirmative Action

Daemen College annually reaffirms its Equal Employment Opportunity Policy (EEO Policy) and its Affirmative Action Program (AAP). The College recognizes its duty to continue to provide equal employment opportunity to all qualified persons, and reaffirms its commitment that there shall be no discrimination against applicants or employees because of sex, sexual orientation, gender, race, creed, color, religion, veteran or military status, national origin, age, disability, arrest record, familial status, marital status, domestic violence victim status, status as an ex-offender, predisposing genetic characteristics or genetic information or any other characteristic protected by federal or New York State law in matters of employment, upgrading, promotion, transfer, layoff, termination, rates of pay, selection for training, recruitment and recruitment advertising. Any employee found to have acted in violation of our policy shall be subject to appropriate disciplinary action, which may include discharge.

The College's Affirmative Action Program commits the College to identifying and analyzing all areas of employment in compliance with applicable federal regulations for government contractors and to provide guidance and assurance for full implementation of our EEO Policy. Areas identified for special attention will be assigned to appropriate personnel, and specific instructions for affirmative action, including specific goals, will be formulated.

The following will be the rules under which the EEO Policy and AAP are implemented and operated:

1. The College will recruit, hire and promote employees without regard to sex, sexual orientation, gender, race, creed, color, religion, veteran or military status, national origin, age, disability, arrest record, familial status, marital status, domestic violence victim status, status as an ex-offender, predisposing genetic characteristics or genetic information or any other characteristic protected by federal or New York State law.
2. The College will base decisions on employment so as to further the principle of equal employment opportunity.

3. The College will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. The College will ensure that all other personnel actions such as compensation, benefits, transfers, sabbaticals, leaves of absence, layoffs, returns from layoff, College sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to sex, sexual orientation, gender, race, creed, color, religion, veteran or military status, national origin, age, disability, arrest record, familial status, marital status, domestic violence victim status, status as an ex-offender, predisposing genetic characteristics or genetic information or any other characteristic protected by federal or New York State law.
5. The Associate Vice President for Academic Affairs is designated as the College's Equal Opportunity and Affirmative Action Officer charged by the President of the College with direct responsibility to monitor all equal employment opportunity activity throughout the College and the responsibility for assuring attainment of the College's stated objective of full compliance with the policy of nondiscrimination in employment.
6. The College's Equal Opportunity and Affirmative Action Officer will monitor the AAP and will report periodically to the President the effectiveness of the program. Such reports will include recommendations for necessary action to insure attainment of the College's EEO objectives. The President will take any necessary action upon receiving those reports.
7. All department heads will have the responsibility of assuring full compliance with the provisions of the College's EEO Policy and AAP.

The intent of the above policy also applies to the recruitment, employment and advancement of qualified individuals with disabilities and protected veterans.

**Employees with disabilities are reminded that the College invites them to self-identify as individuals with disabilities, using the approved form found on the Human Resources webpage "Employee Forms," and to request reasonable accommodation of their disability if required. Employees who are veterans are also invited to self-identify if they have not already done so.**

The College's AAP is designed to include those elements contained in Executive Orders 11246 and 11375 and outlined in the Office of Federal Contract Compliance Revised Order Number 4. Questions or concerns about our EEO Policy and AAP may be directed to the EO/AA Officer (Associate Vice President for Academic Affairs), Duns Scotus Hall Rm. 102, telephone 716.839.8301.

Cordially,



Gary A. Olson  
President