

**R910-1. Purpose:** To summarize the Commissioner's Office policy of equal opportunity nondiscriminatory employment practices.

## R910-2. References

- 2.1. Utah Code [§53B-1-106](#) (Appointment of Commissioner's Staff)
- 2.2. Policy and Procedures [R141](#), Duties of the Commissioner of Higher Education
- 2.3. Policy and Procedures [R906](#), Staff Employment Policy
- 2.4. Policy and Procedures [R907](#), Recruitment of Staff Members
- 2.5. Policy and Procedures [R951](#), Discrimination Complaints.

## R910-3. Policy

- 3.1. **Equal Employment Opportunity:** The Commissioner's Office is an "Equal Opportunity Employer," and is fully committed to the principle of nondiscrimination in all employment-related practices and decisions, including, but not limited to, recruitment, hiring, supervision, promotion, compensation, benefits, termination, and all other practices and decisions affecting Commissioner's Office employment status, rights, and privileges.
- 3.2. **Personnel Management Responsibilities:** Commissioner's Office executive, administrative, and supervisory officers exercising personnel management responsibilities are required to take vigorous and appropriate action to assure that all employment-related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race, color, religion, national origin, sex, childbirth, pregnancy, pregnancy-related conditions, age, or status as a person with disabilities, disabled veteran, or veteran of the Vietnam era, or otherwise as provided by law.
- 3.3. **Job-Related Criteria and Standards:** All employment-related practices and decisions within the Commissioner's Office shall, to the maximum feasible extent, be instituted and administered in a fair and equitable manner, using only legally valid job-related criteria and standards, including but not limited to experience, training, education, skills, and potential for successful job performance and upward mobility.
- 3.4. **Facilities Operations:** All Commissioner's Office facilities used by or available to Commissioner's Office employees or applicants for employment shall be maintained and operated on a non-segregated and nondiscriminatory basis.
- 3.5. **Affirmative Action:** The Commissioner's Office will pursue a vigorous program of affirmative action in all job classifications to assure, to the maximum feasible extent, that all qualified persons will have access to and an equal opportunity for Commissioner's Office employment and promotion, without regard for race, color, religion, sex, childbirth, pregnancy, pregnancy-related conditions, age, national origin, or

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<sup>1</sup> Adopted July 19, 1983, amended June 4, 1999.

status as a person with disabilities, disabled veteran, or veteran of the Vietnam era, or otherwise as provided by law.

3.5.1. The Commissioner's Office approved Affirmative Action Program, as amended and modified from time to time, shall be made available to all Commissioner's Office personnel. All members of the Commissioner's Office are expected to familiarize themselves with the Affirmative Action Program and to further its objectives in ways consistent with Commissioner's Office policies and procedures.

3.6. **Equal Employment Opportunity/Affirmative Action Coordinator:** The EEO/AA Coordinator reports directly to the Commissioner of Higher Education, and is assigned direct staff responsibility for coordinating and monitoring, and for assisting line officers, in the implementation of this policy.

3.7. **Noncompliance:** The Commissioner's Office has established appropriate grievance procedures to investigate and settle complaints by employees claiming to have been denied the benefits of this equal opportunity and nondiscriminatory employment policy. See Policy and Procedures R951. It is a violation of Commissioner's Office policy for any Commissioner's Office officer or employee to retaliate in any manner against an employee because of the filing of a discrimination or equal opportunity grievance complaint or because of the giving of support or assistance to an employee in connection with the filing of such a complaint.