

SECTION I EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Intent

NJIT reaffirms its policy of equal employment opportunities for all qualified individual's without discrimination because of race, color, religion, sex, age, national origin, handicap or veteran's status. Underscoring this policy is our strong concern for our employees' dignity and well being and our commitment to provide for a safe, productive and professional work environment.

Scope

Every effort is made to assure that our policies regarding hiring, salary administration, promotion, and transfer are based solely on job requirements, job performance, and job related criteria. In addition, our personnel policies and practices including those relating to compensation, benefits, transfer, retention, termination, training, self-development opportunities, as well as social and recreation programs are administered without discrimination on the basis of race, color, religion, sex, age, national origin, or handicap.

Application and Responsibilities

NJIT's continued success in affirmative action depends in large measure not only on the commitment and involvement of those directly responsible for the program's implementation but also on the dedication of all our employees. Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. Managers and department heads are required to comply with government regulations and also the affirmative action goals of the university.

The following practices and conditions will prevail to underscore our commitment:

- Each manager and department head specifically will be responsible for making sure that those in positions to influence employment and personnel decisions are aware of, and comply with, the policy and goals.
- In order to maintain a work environment which does not permit conduct that abuses the dignity of any individual through ethnic, sexual, racial, or other discriminatory forms of harassment, incidents of such will be dealt with promptly and disciplinary action will be taken as necessary.
- Various recruitment sources will be utilized to broaden the consideration of qualified applicants from all segments of the community.
- Reasonable accommodations will be made for handicapped employees or applicants and for an employee's religious observance as permitted by sound business practices.

- Formal action programs established to comply with applicable equal opportunity laws and regulations will be continued.

If you would like further information about our Affirmative Action Program, or wish to review the plan, please contact the Director of Affirmative Action, 323 Dr. Martin Luther King, Jr. Blvd., Room 26E, Newark, New Jersey 07102 at (201) 596-3133/3144.

SECTION III

DISSEMINATION OF EEO POLICY AND AFFIRMATIVE ACTION PROGRAMS

41 C.F.R. 60-2.13 (B) and 60-2.2

NJIT's policy on Equal Employment Opportunity will receive wide internal and external dissemination on a scheduled basis. The Equal Employment Opportunity (EEO) policy will be communicated during the plan year as follows:

A. Internal Dissemination

NJIT will bring its Equal Employment Opportunity Policy to the attention of its employees using-where applicable and appropriate-those methods of communication set forth in Section 41 C.F.R. 60-2.21(a).

Thus, necessary steps will be taken to assure that NJIT's personnel, management and other appropriate individuals are fully apprised of the university's EEO policy and the existence of the plan. The plan will be discussed and reviewed in supervisory and management meetings. Further, periodic reviews with supervisory, managerial and other employees as appropriate, will be conducted to determine the effectiveness of various aspects of this plan. EEO posters will remain placed in conspicuous locations. To ensure that new employees are also thoroughly apprised of the university's Equal Employment Opportunity Policy, that policy will be discussed in employed orientation and management training programs.

The EEO Policy dissemination suggestions in 41 C.F.R. 60-2.21 have been examined and the following methods of internal dissemination relevant to NJIT will be used:

- The EEO Policy will be included in the Personnel Policy and Procedures Manual.
- The EEO Policy will be publicized in the university's newsletter and/or in other printed materials where appropriate.
- Special meetings will be conducted with executive, managerial, and supervisory employees for the purpose of explaining both the intent of the policy and individual responsibility for its implementation. At such meetings, the President's commitment to the policy will be clearly expressed.
- During the orientation meeting scheduled for new employees, this policy will be discussed and the concept of individual employee responsibility will be explained.
- The university's EEO policy will be discussed in management training programs.

- Articles relating to affirmative action will be published from time to time in the university's regular newsletter and/or other publications as appropriate and will include reports of general progress and of promotions and other job advances made by minority and women employees.
- The university has posted the "Equal Employment Opportunity is the Law" poster on bulletin boards (in English and Spanish, where appropriate) and will continue to do so in the future.
- When employees are featured in advertising, employee handbooks or similar publications, both minority and non-minority men and women will be pictured.
- The university will communicate the existence of its Affirmative Action Plan and make available such elements of that plan as will enable employees to know of and avail themselves of its benefits.
- Employees will be encouraged to bring questions, comments or complaints with respect to the university's EEO/Affirmative Action Policy or the implementation and administration of that policy, to the university's Affirmative Action Office.
- The university has informed and continues to inform its employees, both management and other, that it does not tolerate or sanction harassment of any employee because of race, color, religion, sex, or national origin.
- EEO will be included in the performance appraisals of management and department heads.

B. External Dissemination

The EEO Policy of NJIT's disseminated externally as follows:

- The university informs all recruitment sources, both orally and in writing, of its commitment to EEO and Affirmative Action. In doing so, the university makes clear that all applicants will be treated without regard to race, color, religion, sex or national origin.

Further, these recruitment sources are informed that NJIT actively seeks qualified women and minorities for employment. The university will require an acknowledgment by each such source that it will actively recruit qualified minorities and women for all openings listed and will refer minorities and women along with other qualified candidates.

- The university will incorporate the Equal Opportunity Clause in all purchase orders, leases, contracts, etc. as required by Executive Order 11246 and its implementing regulations.

- The university will develop, maintain contact, and communicate in writing with appropriate minority and women's organizations, community agencies, guidance counselors and/or principals of predominately Black and Hispanic high schools, colleges and other potential sources of minority and women applicants, apprising them to university's EEO Policy. Further, referrals from minority and women employees are encouraged.

When the university advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation "We are an Equal Opportunity Employer, M/F/H/V". Further, NJIT directs these newspapers, where necessary, not to place any such advertisements in sex-segregated "Help Wanted" columns.

- Should employees be pictured in any university publication, both minority and non-minority, men and women will be shown.

**SECTION IV
RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION
PROGRAM**

60-2.13 (C) AND 60-2.22

Responsibilities for AA/EEO Coordination 601-2.22(a)

Responsibility for implementing the established AA/EEO Policy rests with every member of NJIT.

The President of NJIT has final responsibility for the implementation and effectiveness of the AA/EEO Program. All managers and department heads of NJIT also have responsibility for the final effectiveness of the AA/EEO Program. The primary responsibility for the implementation of the policy within the university has been delegated to the Director of Affirmative Action.

A. Responsibilities of the Affirmative Action Office

The responsibilities of the Affirmative Action Office include, but are not necessarily limited to the following:

1. Assisting with the development of policy statements, preparing and updating the university's Affirmative Action Program, and preparing internal and external communications relative to the appropriate AA/EEO activities of NJIT.
2. Assisting in the identification of problem areas and establishment of the goals and objectives.
3. Maintaining and continuing audit of the university's activities to identify possible problem areas and measure overall effectiveness of the AA/EEO Program and the implementation thereof and assist line management in arriving at solutions to problems.
4. Designing and implementing audit and reporting systems; preparing and submitting to the Government EEO Employer Information Report (EEO-6).
5. Serving as a liaison between NJIT and minority organizations, women's organizations, handicapped organizations, community action and service program groups concerned with the employment opportunities of minorities, women and handicapped, and government agencies.
6. Ensuring that appropriate members of management are kept abreast of applicable Federal, State and local laws and regulations pertaining to AA/EEO.

7. Auditing of hiring, training and promotion patterns to remove impediments to the attainment of goals and objectives.
8. Advertising management personnel periodically with respect to progress in achieving affirmative action goals.
9. Reviewing the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions.
10. Ensuring that posters are properly displayed; that minorities and women are encouraged to participate in university sponsored educational, training, recreational and social activities; and that all university facilities are, in fact, desegregated.
11. Ensuring that managers and department heads are fully aware that their performance is in part based on their adherence to both the spirit and letter of this Program and of their responsibility to prevent harassment of employees placed through affirmative action efforts and to discourage sexist discrimination.
12. Ensuring that career counseling is available to all employees.

B. Responsibility of Line Management 41 C.F.R. 60-2.22(b)

It is the responsibility of each manager and department head to assure that all employment conditions are administered on an equal basis within his or her area of control.

This includes, but is not limited to, the following actions:

- Assisting in the identification of problem areas and establishing departmental goals and objectives.
- To the degree feasible, being involved with local minority organizations, women's organizations, community action groups and community service programs.
- Conducting periodic audits of training programs, as well as hiring and promotion patterns in order to remove impediments to the attainment of goals and objectives.
- Assuring that subordinates are following policies.
- Reviewing, when openings occur, the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
- Conducting career counseling for all employees upon request.

- Conducting monthly audits to ensure that the manager's and/or department head's area is in compliance in areas such as:
 - (i) Properly displayed posters.
 - (ii) All facilities which NJIT maintains for the use and benefit of its employees are, in fact, desegregated both in policy and use.
 - (iii) Minority and female employees are afforded a full opportunity and are encouraged to participate in all university sponsored educational, training, recreational and social activities.
- Managers and department heads will be made aware that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results as well as other criteria.
- It is the manager's and department head's responsibility to prevent harassment of employees placed through affirmative action efforts.

SECTION VIII INTERNAL AUDIT AND REPORTING SYSTEMS

6002.13 AND 60-2.25

At the beginning of each plan year the Affirmative Action EEO Director will review and discuss underutilization and goals with the President and each responsible Vice Presidential unit and Dean for each school.

During the plan year, procedures of review and evaluation will be followed by the Affirmative Action Office in order to measure the effectiveness of NJIT's Affirmative Action Program.

- Monitor the hiring for all underutilized job subgroups to facilitate progress toward goals.
- Submit for approval, by the AA/EEO Director, all proposed faculty, professional and above Level 23 hiring documentation (Attachment H forms).
- Review applicant flow data for rejection ratios (minorities and females) to review reasons for rejection and proper maintenance of such data.
- Review use of retained applicants to ensure they are reviewed when job vacancies occur.
- Review progress towards Affirmative Action goals and objectives, both numerically and in terms of personnel activity.
- Submit to President, Deans and Vice Presidents a report reflecting the university's progress toward achieving its goals and timetables.
- Review effectiveness of programs designed to assist in obtaining goals and objectives.
- Review promotions, transfers, terminations and performance reviews of minorities and women versus non-minorities and males in order to determine if there is disparate treatment.
- Review policies and wording of recruitment advertisements, newspaper placement, maintenance of records and use of minority and women's interest media.
- Review training, education and supervisory development programs.
- Review participation by the university in community activities and measure effectiveness.

- Review effectiveness of recruiting sources in referring minority and female applicants.
- Check technical phase of compliance, such as bulletin boards, notices and poster placements.
- Analyze distribution of minorities and women in the workplace.
- Identify underutilization and discuss goals with responsible Vice Presidential units and School Deans at the beginning of each plan year.
- Ensure that position descriptions and specifications are accurate and correct.
- Review application forms for conformance with applicable New Jersey State and Federal Law and the policies of NJIT.
- Review all employee compensation and benefit programs to determine equal application.
- Review internal and external dissemination of EEO Policy.

An annual report of EEO progress for the university will be given yearly to the President of the university for review. This report includes information on progress or lack of progress, improvement in employment of minorities and females, and the Affirmative Action Office's recommendations and objectives.

Institute Employment Policy

The New Jersey Institute of Technology is an equal employment opportunity affirmative action employer. The Institute recognizes its responsibility to comply with applicable Federal and State statutes. Specific requirements, such as job posting and reporting, must be met to make certain that there is no discrimination in the employment or treatment of qualified staff members based on race, color, creed, sex, age, national origin, religion, physical or mental handicap.

Supervisors and others concerned with the administration of personnel policies must assume an even greater responsibility to ensure that all policies and procedures contained in this manual are carried out in this spirit. For additional information on Affirmative Action and Institute compliance obligations and responsibilities, consult the Institute Affirmative Action Officer.

This Personnel Policy and Procedures Manual was written to set out equitable policies and procedures concerning conditions of employment, benefits, salary administration, and services available to staff members. The policies and procedures detailed within, except where formal collective bargaining agreements apply, affect all staff members of the Institute, including administrative, supervisory, professional, teaching, clerical, technical, and support personnel, collectively designated as “staff members” throughout this manual. Any questions or problem arising from the contents or use of this manual should be addressed to the Personnel Department. Subsequent revision pages will be issued periodically to all holders of the manual.

It is the responsibility of the holder of each manual to keep it up to date. Although the principal function of the manual is to serve as a reference source for supervisors concerned with the administration of personnel policy, every staff member is guaranteed access to it. Copies will be maintained in department offices as well as the Robert W. Van Houten Library.