

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT**

**PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN**

**FOR**

**NOVEMBER 1, 2023 - OCTOBER 31, 2024**

**CAL POLY HUMBOLDT AAP**

## TABLE OF CONTENTS

<b>PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN</b>	<b>3</b>
Chapter 1: Designation of Responsibility	4
Chapter 2: Identification of Problem Areas	7
Chapter 3: Action-Oriented Programs	8
Chapter 4: Internal Audit and Reporting	11
<b>PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES</b>	<b>12</b>
Table of Contents	13
Chapter A: Policy Statement	14
Chapter B: Review of Personnel Processes	16
Chapter C: Physical and Mental Qualifications	17
Chapter D: Reasonable Accommodation to Physical and Mental Limitations	18
Chapter E: Harassment	19
Chapter F: External Dissemination of Policy, Outreach, and Positive Recruitment	20
Chapter G: Internal Dissemination of Policy	21
Chapter H: Audit and Reporting System	22
Chapter I: Responsibility for Implementation	23
Chapter J: Training	27
Chapter K: Data Collection Analysis	28
Chapter L: Compensation	29

**PART I**

**AAP FOR MINORITIES AND WOMEN**

**TABLE OF CONTENTS**

**CHAPTER 1: DESIGNATION OF RESPONSIBILITY**

41 C.F.R. § 60-2.17(a)

**CHAPTER 2: IDENTIFICATION OF PROBLEM AREAS**

41 C.F.R. § 60-2.17(b)

**CHAPTER 3: ACTION-ORIENTED PROGRAMS**

41 C.F.R. § 60-2.17(c)

**CHAPTER 4: INTERNAL AUDIT AND REPORTING SYSTEM**

41 C.F.R. § 60-2.17(d)

## **PART I: AAP FOR MINORITIES AND WOMEN**

### **CHAPTER 1: DESIGNATION OF RESPONSIBILITY**

#### **41 C.F.R. § 60-2.17(a)**

As part of its efforts to ensure equal employment opportunity to all individuals, California State Polytechnic University, Humboldt (CAL POLY HUMBOLDT) has designated the following personnel for designing and ensuring the effective implementation of the University's Affirmative Action Programs.

#### President

The primary responsibility and accountability for implementing the AAP rests with the University. President. The President is responsible for adherence to CAL POLY HUMBOLDT's policy of equal employment opportunity for employment and promotional opportunities. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring CAL POLY HUMBOLDT's AAP. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that ensures total involvement and commitment equal employment opportunity programs through CAL POLY HUMBOLDT's AAP.

#### Chief Human Resources Officer (Associate Vice President for Human Resources)

The Associate Vice President for Human Resources (AVP HR) serves as the campus Chief Human Resources Officer (CHRO) and ensures compliance with all relevant policies and procedures. The CHRO's responsibilities include the following:

1. Ensure that CAL POLY HUMBOLDT adheres to the stated policy of equal employment opportunity and monitor the application of equal employment and promotional opportunity policies.
2. Ensure that the AAP is reviewed and updated annually in accordance with CAL POLY HUMBOLDT's stated policy.
3. Participate in periodic discussions with management, supervision, and other employed personnel to ensure AAP and equal employment opportunity policies are being followed.
4. Ensure the review of the qualifications of all employees is done equitably, based on job-related employment practices and is given to all for transfers and promotions.
5. Conduct periodic reviews of 1) training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives, 2) facilities

to ensure they are maintained for the use and benefit of all employees and integrated both in policy and practice, and 3) sponsored educational, training, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination and non-preferential treatment.

6. Ensure that all new employees receive an orientation to CAL POLY HUMBOLDT's equal employment opportunity policy and are informed with regard to the AAP and its objectives.

7. Periodically analyze applicant flow to determine the mix of persons applying for employment by race/ethnic origin and gender.

8. Ensure that recruitment advertising is placed in publications which target underrepresented populations, as applicable.

9. Review all staff and management vacancy announcements and job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.

10. Assess adequacy of candidate pools for all faculty, staff, and management Recruitments.

11. Assist in disseminating information about the equal employment opportunity program of the university.

12. Ensure that the appropriate search committee is appointed and instructed to carry out the search process, including interviewing in a nondiscriminatory manner.

13. Review employee vacancy announcements to ensure they are free of discriminatory language and artificial barriers.

14. Ensure that copies of all employee vacancy announcements are published as appropriate to attract a diverse pool of qualified candidates.

15. Assess hiring determinations for compliance with collective bargaining agreements and serve as a resource to the recruitment/hiring process.

#### Director of Campus Human Resources

The Director of Campus Human Resources is responsible to ensure the directives of the President and CHRO are implemented. The Director of Campus Human Resources duties include, but are not limited to, the following:

1. Provide direction as necessary to carry out all actions required to meet the university's equal employment opportunity and affirmative action commitments for recruitment and promotional opportunities.

2. Review, complete reporting, and update CAL POLY HUMBOLDT's AAP

on an annual basis in accordance with stated policy.

3. Develop and implement reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for which goals and objectives have been achieved.

4. Conduct annual reviews to ensure all required advertisements and those advertising CAL POLY HUMBOLDT's equal employment opportunity policies and AAP are displayed and the CAL POLY HUMBOLDT's Equal Employment Opportunity and AAP policies are being thoroughly communicated.

5. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.

### Managers and Supervisors

In their direct day-to-day contact with CAL POLY HUMBOLDT's employees, managers and supervisors have assumed certain responsibilities to help the university ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

1. Adhere to CAL POLY HUMBOLDT's equal employment opportunity and AAP.

a. Support and assist the CHRO and the Director of Campus Human Resources in developing, maintaining, and successfully implementing the AAP.

b. Ensure a workplace free of harassment for employees including those placed through affirmative action efforts.

2. Ensure that all interviews, offers of employment and/or wage commitments are consistent with CAL POLY HUMBOLDT's policy.

3. Assist in identifying opportunities for improvement and provide needed information for establishing and meeting department EEO goals and objectives.

## **CHAPTER 2: IDENTIFICATION OF PROBLEM AREAS**

### **41 C.F.R. § 60-2.17(b)**

CAL POLY HUMBOLDT performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity might exist. At a minimum, CAL POLY HUMBOLDT evaluates:

#### Terminology

*The phrases “comparison of incumbency to availability,” and “problem area” appearing in this chapter are terms CAL POLY HUMBOLDT is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although CAL POLY HUMBOLDT will use the terms in good faith in connection with its AAP, such use does not necessarily signify the university agrees that these terms are properly applied to any factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it “should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin,” as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e).*

In addition to comparing incumbency to availability within job groups, CAL POLY HUMBOLDT has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). CAL POLY HUMBOLDT will continue to monitor and update these studies during each AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this AAP. Goals are established within each of the job groups at no less than the current availability data for the job group.

#### 41 C.F.R. § 60-2.17(b)(1): Workforce by Organizational Unit and Job Group

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of the Workforce Analysis.

An analysis of minority and female utilization within each job group was accomplished by a thorough investigation of the Comparison of Incumbency to Availability reports.

#### 41 C.F.R. § 60-2.17(b)(2): Personnel Activity

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data. See the Summary of Personnel Transactions Report for each job group.

#### 41 C.F.R. § 60-2.17(b)(3): Compensation Systems

Compensation analyses were conducted by comparing the salaries for men v. women, and whites v. minorities in each job title.

## **CHAPTER 3: ACTION-ORIENTED PROGRAMS**

### **41 C.F.R. § 60-2.17(c)**

CAL POLY HUMBOLDT tailors our action-oriented programs each year to ensure they are specific to the problem identified.

#### Action-Oriented Program (AOPs):

The Action-Oriented Programs designed to address the underutilization of women and minorities are listed below. These Action-Oriented Programs will be carried-out throughout the AAP year. The CHRO, with the help of appropriate personnel, will assist in ensuring that the following are implemented:

1. Inform senior administration of CAL POLY HUMBOLDT of needed procedural changes in EEO and Affirmative Action practices including hiring and promotional opportunities. The material should include a review of the current year's data to keep senior administrators informed of the university's compliance status.
2. With staff from Faculty Affairs and Human Resources, continue to develop best practice recruitment processes for faculty and staff in conjunction with the continued use of an electronic recruitment system. This will include an analysis of campus and departmental recruitment and search practices to ensure recruitment of diverse candidates.
3. Continue to work with departments and MBU's on developing recruitment and promotional strategies to diversify applicant pools to include effective advertising, interviewing, and search committee practices. Provide strategies and support which include Standardization of hiring practices, review of advertising locations and multi-level review of vacancy announcements.
4. Continue to develop, provide training about disability accommodations, and heighten awareness across the campus.
5. Work with campus Information Technology Accessibility Fellows and working groups in ensuring compliance with legal requirements for accessibility for web-based materials.
6. Develop position descriptions that accurately reflect position functions and contain academic experience and skill requirements that do not constitute inadvertent discrimination. Develop specifications that are free from the appearance of bias with regard to age, race, religion, national origin, disability, or veteran status. Continue to include a minimum of 1 diversity requirement in the "knowledge, skill and ability" section of the position description and vacancy announcement.
7. Provide required training on diversity and unconscious bias to every search committee member in the hiring process. In order to serve as a hiring authority or search committee member, any employee must complete a two-hour interactive workshop addressing diversity, inclusion, and unconscious bias. Emphasis is on those stages of the hiring process undertaken by search committee members, including reviewing files, interviewing candidates, and conducting reference checks. The goal of the program is to

bring awareness of implicit bias and to develop tools to counteract one's implicit bias during the recruitment process resulting in more equitable consideration of diverse candidates.

8. Continue to appoint "Equity Advocates" for all faculty hiring committees. Ensure the continuation of the Faculty Equity Advocate Program. All Faculty candidate search committees must include a non-voting Equity Advocate member. An Equity Advocate is a volunteer faculty or staff member who serves on a department's search committee to be a presence and resource that encourages equitable consideration of all candidates across identity markers. The Equity Advocate adds a layer of awareness and consistency to the search and deliberative process that allows the search committee to focus on content expertise while minimizing the cognitive and structural impact of implicit bias. Equity Advocates for staff search committees are available upon request. We have developed a FEA Handbook.

9. Support community engagement and belonging through diversity and inclusion initiatives across campus by participating in the planning of annual events that bring workshops, speakers and other events to campus to raise awareness and support dialogue surrounding issues of diversity. Examples include the Campus and Community Dialogue on Race, International Education Week, Social Justice Summit, Diversity Program Funding grants, introductory modules on diversity and inclusion for new employee orientation for staff, administrators and faculty, and Safe Space workshops to support LGBTIQ+ students.

10. Support the professional and organizational development of the Cultural Centers for Academic Excellence and all organizations that support and sustain an inclusive learning environment, and to unite broad campus support for the academic excellence of all our students.

11. Continue to develop a Faculty Candidate Pool Demographic Review Protocol. All secondary tenure-track faculty candidate pools are assessed for equitable representation by the Campus Diversity Officer. The candidate pool is assessed according to the most recent National Center Education Statistics data, the National Survey for Earned Doctorates, and Cornell university's Integrated Postsecondary Education Data System (IPEDS) Faculty Pipeline: PhD Production by Program, Race, and Gender.

12. Continue a Faculty Cluster Hire Initiative when appropriate. Faculty cluster hiring is a widespread practice in higher education that involves hiring faculty into multiple departments or colleges focusing on interdisciplinary research topics, or "clusters." The goal of the cluster hiring program is to increase faculty diversity and address other aspects of institutional excellence, teaching and learning, and community engagement.

13. Continue Candidate Diversity Statements. An official Cal Poly Humboldt Diversity Statement is included in Vacancy Announcements and is read as follows: "Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state."

14. Continue to require a Candidate Diversity Statement from all Faculty candidates. Each candidate must include their own diversity statement as part of their application process. The submission requirement reads as follows: "Diversity Statement, include your understanding of the barriers facing Black, Indigenous, and other people of Color (BIPOC) in higher education and your past and/or future contributions to inclusive student success, including equitable access and outcomes through teaching and professional or public service. Applicants are encouraged to highlight any contributions they have made towards the inclusivity of students from the LGBTIQ+ community."

15. Continue to require diversity questions as part of the interview to hire process.

**CHAPTER 4: INTERNAL AUDIT AND REPORTING**  
**41 C.F.R. § 60-2.17(d)**

The CAL POLY HUMBOLDT's auditing and reporting system periodically measures the effectiveness of its total affirmative action program.

Inherent in the AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the AAP itself. Periodic reports from supervisors, department managers, the CHRO, and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, the results of it must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the affirmative action plan, including revising the availability data and establishing annual numerical goals, and are used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

The CAL POLY HUMBOLDT auditing and reporting system periodically measures the effectiveness of its total affirmative action program. The CHRO add:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Requires internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
3. Reviews report results with appropriate levels of management; and
4. Advises top management of program effectiveness and submit recommendations for improvement.

**PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND  
INDIVIDUALS WITH DISABILITIES**

**FOR**

**NOVEMBER 1, 2023 - OCTOBER 31, 2024**

## PART II

### AAP FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES TABLE OF CONTENTS

<b>CHAPTER A:</b>	POLICY STATEMENT 41 C.F.R. §§ 60-300.44(a); 60-741.44(a)
<b>CHAPTER B:</b>	REVIEW OF PERSONNEL PROCESSES 41 C.F.R. §§ 60-300.44(b); 60-741.44(b)
<b>CHAPTER C:</b>	PHYSICAL AND MENTAL QUALIFICATIONS 41 C.F.R. §§ 60-300.44(c); 60-741.44(c)
<b>CHAPTER D:</b>	REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS 41 C.F.R. §§ 60-300.44(d); 60-741.44(d)
<b>CHAPTER E:</b>	HARASSMENT 41 C.F.R. §§ 60-300.44(e); 60-741.44(e)
<b>CHAPTER F:</b>	EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT 41 C.F.R. §§ 60-300.44(f); 60-741.44(f)
<b>CHAPTER G:</b>	INTERNAL DISSEMINATION OF POLICY 41 C.F.R. §§ 60-300.44(g); 60-741.44(g)
<b>CHAPTER H:</b>	AUDIT AND REPORTING SYSTEM 41 C.F.R. §§ 60-300.44(h); 60-741.44(h)
<b>CHAPTER I:</b>	RESPONSIBILITY FOR IMPLEMENTATION 41 C.F.R. §§ 60-300.44(i); 60-741.44(i)
<b>CHAPTER J:</b>	TRAINING 41 C.F.R. §§ 60-300.44(j); 60-741.44(j)
<b>CHAPTER L:</b>	COMPENSATION 41 C.F.R. §§ 60-300.21(i); 60-741.21(i)

**CHAPTER A: POLICY STATEMENT 41**  
**C.F.R. §§ 60-300.44(a); 60-741.44(a)**

It is the policy of CAL POLY HUMBOLDT and my personal commitment that equal employment and promotional opportunities be provided in the employment and advancement for all persons regardless of race, religious creed, color, national orientation, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status at all levels of employment, including the executive level. CAL POLY HUMBOLDT does not and will not discriminate against or grant preferential treatment to any applicant or employee on the basis of their protected status, as listed above, to any position for which the applicant or employee is qualified in accordance with the California Constitution, Article 1, Section 31 (a) which states "The State shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting." In addition, CAL POLY HUMBOLDT is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran employees and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, promotion, demotion, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity and qualifications to perform a particular job and the feasibility of any necessary job accommodation. CAL POLY HUMBOLDT will make every effort to provide reasonable accommodations to any disabled individuals and veterans.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled persons;
3. Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state, or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or section 503 or its implementing regulations or any other federal, state, or local law requiring equal opportunity for disabled persons; or
4. Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to all persons regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity and status as a protected veteran or an individual with disability. CAL POLY HUMBOLDT's EEO policy and affirmative action obligations have my full support as President.

The CHRO has been delegated as the person in charge of overseeing the annual preparation and implementation of the Affirmative Action Program. CAL POLY HUMBOLDT will also continually design implement audit and reporting systems that will measure the effectiveness and the compliance of the

AAP, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in university-sponsored activities were extended to all employees and applicants.

The CAL POLY HUMBOLDT is also committed to abiding with the Pay Transparency Nondiscrimination Provisions and therefore, will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. The CAL POLY HUMBOLDT's employees who have access to the compensation information of other employees or applicants as part of their essential job functions are informed and trained to not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) a response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the CAL POLY HUMBOLDT's legal duty to furnish the information.

It is also CAL POLY HUMBOLDT's policy not to discriminate because of a person's relationship or association with a protected veteran. This includes spouses and other family members. Also, CAL POLY HUMBOLDT will safeguard the fair and equitable treatment of protected veteran spouses and family members regarding all employment actions and prohibit harassment of applicants and employees because of their relationship or association with a protected veteran.

If you have any questions regarding our equal employment opportunity, harassment policies or the complaint procedure, you may contact your campus Human Resources representative. Parts of the Affirmative Action Plan may be reviewed, as appropriate, by making an appointment with a campus Human Resources representative.

(Signature)

Dr. Tom Jackson, Jr.

President

Cal Poly Humboldt

Plan Effective Date: November 1, 2023 – October 21, 2024

## **CHAPTER B: REVIEW OF PERSONNEL PROCESSES**

### **41 C.F.R. §§ 60-300.44(b); 60-741.44(b)**

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected veterans and employees and applicants with disabilities, reviews are conducted annually of the university's examination and selection methods to identify barriers to employment, training, and promotion.

1. CAL POLY HUMBOLDT annually conducts a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) known protected veteran applicants and employees; and 2) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. To determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known protected veterans and individuals with disabilities, both applicants and employees. In determining the qualifications of a protected veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.

2. The university ensures that its personnel processes do not stereotype. This includes individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified. This includes partnerships and coordination of events with local veteran's groups such as the CAL POLY HUMBOLDT The office of Veterans Enrollment and Transition Services.

3. The university ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.

4. The university provides reasonable accommodations, unless such accommodations will cause undue hardship to the university, to applicants and employees with disabilities to ensure that equal employment opportunities are extended in the operation of its personnel processes.

5. The university ensures that information and communications systems are accessible to all employees and applicants with disabilities even in the absence of a specific request for accommodation. This includes the completed implementation of the CHRS online application system, regular updates to the HR website for ease of navigation and the availability of kiosk for job applicants to utilize with assistance as needed.

## **CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS**

### **41 C.F.R. §§ 60-300.44(c); 60-741.44(c)**

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified disabilities, evaluations are made as necessary for positions that are recruited for, created, changed or updated of the university's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The university's physical and mental job requirements are reviewed to determine whether they are job-related and consistent with organizational necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)

## **CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS**

### **41 C.F.R §§ 60-300.44(d); 60-741.44(d)**

CAL POLY HUMBOLDT will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of the organization. Such reasonable accommodations are embedded in the university's electronic and/or online application systems. The university ensures that qualified applicants and employees with disabilities, who are unable to fully utilize the system, are provided equal opportunities to apply and be considered for all jobs. CAL POLY HUMBOLDT will confidentially review performance of employees with known disabilities to determine whether a reasonable accommodation is needed when: (a) the employee is having significant difficulty with job performance, and (b) it is reasonable to conclude that the problem is related to the known disability.

Employees may notify their direct supervisor or contact the HR department at any time to formally request an accommodation.

Name: Ariel Aaron or designee

Title: Director of Employee Services

Phone: 707-826-3626

Email: [Ariel.Aaron@humboldt.edu](mailto:Ariel.Aaron@humboldt.edu)

**CHAPTER E: HARASSMENT**  
**41 C.F.R. §§ 60-300.44(e); 60-741.44(e)**

CAL POLY HUMBOLDT has developed and implemented a set of procedures to ensure that its employees with disabilities are not harassed due to those conditions. A copy of the Nondiscrimination policy, which includes a section prohibiting harassment of individuals with disabilities, is written into every vacancy announcement and is available to existing employees. (See CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy)). Mandated Reporter Training and Sexual harassment Prevention Training are updated and assigned to employees regularly.

Name: Dave Hickcox or designee

Title: Title IX and DHR Administrator  
Phone: 707-826-5177

Email: david.hickcox@humboldt.edu

**CHAPTER F: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND  
POSITIVE RECRUITMENT**

**41 C.F.R. §§ 60-300.44(f); 60-741.44(f)**

Based upon the university's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the CHRO, or as appropriately delegated:

1. Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for protected veterans and individuals with disabilities.
2. Disseminate information concerning employment opportunities to publications that primarily reach protected veterans and individuals with disabilities.
3. Inform all recruiting sources, in writing and orally, of the university's affirmative action policy for protected veterans and individuals with disabilities.
4. List suitable job openings with agencies and organizations such as the State Employment Development Department.
5. Contracts and Procurement will continue to include affirmative action language in the in the general provisions for Emergency Contracts.
6. Provide information to recruiting sources including clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the university's selection process, and recruiting literature, as applicable. Arrange for referral of applicants, follow up with sources, and feedback on disposition of applicants.
7. Participate in in-person and virtual "job fairs" as part of our outreach efforts in the Humboldt County community as well as on-campus job fairs with current students.
8. CAL POLY HUMBOLDT will grant leaves of absence to employees who participate in honor guards for the funeral of veterans.

## **CHAPTER G: INTERNAL DISSEMINATION OF POLICY**

### **41 C.F.R. §§ 60-300.44(g); 60-741.44(g)**

To gain positive support and understanding for the affirmative action program for protected veterans and individuals with disabilities CAL POLY HUMBOLDT will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the CHRO. The following policies and procedures are designed to foster support and understanding from CAL POLY HUMBOLDT's executive staff, management, supervisors, and other employees to encourage all employees to take the necessary actions to aid CAL POLY HUMBOLDT in meeting its obligations.

1. Post the California State University (CSU) Systemwide Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy).
2. Educate employees involved in recruiting, selection, promotion, and related employment processes to recognize and remedy bias in the recruitment and selection process.
3. Educate search committee chairs and members to ensure they understand and are committed to effective implementation of the policy.
4. Discuss the affirmative action plan with affected hiring managers.
5. Post the policy on university bulletin boards.
6. When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.

## **CHAPTER H: AUDIT AND REPORTING SYSTEM**

### **41 C.F.R. §§ 60-300.44(h); 60-741.44(h)**

CAL POLY HUMBOLDT has developed and currently implements an audit and reporting system that addresses the following:

1. Measures the effectiveness of CAL POLY HUMBOLDT's overall affirmative action program and whether the university is in compliance with specific obligations.
2. Indicates the need for remedial action. Any corrective actions will be the responsibility of the CHRO.
3. Measures the degree to which CAL POLY HUMBOLDT's objectives are being met.
4. The mitigation of any undue barriers for individuals with disabilities and protected veterans regarding university sponsored educational, training, recreational, and social activities. This includes, but is not limited to, the review of the on-line and electronic application system to determine its accessibility and to ensure that procedures to request accommodations are prominently displayed so that individuals with disabilities can readily obtain the needed accommodation.

**CHAPTER I: RESPONSIBILITY FOR IMPLEMENTATION**  
**41 C.F.R. §§ 60-300.44(i); 60-741.44(i)**

As part of its efforts to ensure equal employment opportunity to protected veterans and individuals with disabilities, CAL POLY HUMBOLDT has designated the CHRO with overall responsibility of preparing and implementing the organization's annual affirmative action programs in accordance with the Office of Federal Contracts Compliance Programs (double check- in the dept of labor) regulations.

President

Ymj Uwjxn jsyf wnx4mjwajxrlsjj kmf qj wjxutsxrgj t wmjaj{j qur jsyf si%  
r uqr jsyf ytsa kmj nfr uzx%kwr fyj j%h ytsawtlwfr 3/mxas hqz i jx gzyax% styar nyji%  
yt?

- 63 Utr zqfysl ymj%kwr fyj j%h ytsawtlwfr @
- 73 Zuifysl ymj%kwr fyj j%h ytsawtlwfr %sszfq @
- 83 Htr r zshfysl %gtzy ymj awtlwfr %t nfr uzx%fir nsxyf yw%si %ymjw jr gjw%k%  
ymj nfr uzx%tr r zsn- %x% fuuwtuwfyj @
- 93 Htsizhysl %fnsrl %s ymj %tsinhwr nsfyts %jvzfq jr uq ~r jsyf %si %kwr fyj j%  
fhyts %gql fytsx% kmj %IXZ %t w jr gjw%k% kmj nfr uzx%tr r zsn- %x%  
fuuwtuwfyj @si%
- :3 Ijxrlsrl %s%fir nsxyfyj %z uutw %xwzhyz wj %mfy %fhm fyj x%tr uqfshj %| nm%qf  
fuuq %fgj %f | x%si %jlz %fytsx %si %~xyjr | nj %ut %njx %si %al %nifshj %

Chief Human Resources Officer and Associate Vice President for Human Resources

The CHRO has overall supervision of the AAP and ensures all department managers, and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is one basis for evaluating the CHRO's effective work performance. Responsibilities include, but are not limited to, the following:

1. Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the university's compliance status.
2. Maintaining university-wide management support and cooperation for the university's AAP which includes forming the HR committee for Increasing Staff Diversity and enhancing collaboration with the Office of Diversity, Equity, and Inclusion.
3. Collaborating with Senior Management on EEO and AAP challenges.
4. Assisting line management in arriving at solutions to EEO/AA challenges.
5. Reviewing results of audit and reporting systems to assess the effectiveness of the university's AAP programs and to direct corrective actions where necessary.
6. Ensuring that the AAP is updated annually.

7. Providing guidance to managers and supervisors in taking appropriate actions to ensure that employees do not experience harassment in any way, through one-on-one contact, training, and disciplinary action.
8. Providing guidance and direction to the Employee Relations and Compliance staff.
9. Ensuring that relevant staff are aware that their work performance is being evaluated in part on the basis of their equal employment opportunity efforts and results.
10. Reviewing the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
11. Human Resources and Academic Personnel Services to conduct biennial reviews of 1) training programs and hiring and promotion demographics to remove barriers to the attainment of AAP goals and objectives, and 2) the university's sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination.
12. Reviewing all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
13. Ensure that employees are re-surveyed regarding their disability status every five (5) years and send out reminders to employees, at least once during the five (5) year intervals, that they may voluntarily update their disability status at any time.
14. Ensuring the university's VETS-4212 form is filed annually with the Veterans' Employment and Training Service (VETS).
15. Responsible for ensuring overall the university's compliance with the AAP.

Director of Campus Human Resources and Director of Compliance & Training

The Director of Campus Human Resources and the Director of Compliance & Training are responsible for collaborating to ensure that the directives of the President and the CHRO are implemented. Duties include, but are not limited to, the following and are delegated where appropriate:

1. Providing direction to the university's employees, as necessary, to carry out all actions required to meet the university's equal employment opportunity and affirmative action commitments.
2. Advising management in the modification and development of the university's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
3. Identifying problem areas and establishing procedures, goals, and objectives to solve these problems as appropriate.

4. Assisting in the development, preparation, and implementation of career counseling programs for known protected veterans and employees with disabilities, when appropriate.
5. CAL POLY HUMBOLDT conducts annual audits to ensure that all required posters and the equal employment opportunity policies and AAP are displayed properly. CAL POLY HUMBOLDT also conducts audits to ensure that the Invitation to Self-Identify (pre and post offer) for protected veterans and individuals with disabilities, the university's equal employment opportunity, and AAP policies are being utilized appropriately and thoroughly communicated.
6. Developing policy statements, affirmative action programs, internal and external communications.
7. Serving as the liaison between CAL POLY HUMBOLDT and enforcement agencies.
8. Keeping management informed of the latest developments in the equal employment opportunity area.
9. Reviewing, reporting on, and updating the AAP annually in accordance with stated policy. Informing employees and applicants of significant changes.
10. Working closely with the CHRO and department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.
11. Assisting in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.

#### Managers and Supervisors

In their direct day-to-day contact with the university's employees, managers and supervisors have assumed certain responsibilities to help CAL POLY HUMBOLDT ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. The Director of Compliance and Training will provide managers with annual training on and links to the current AAP Policy, EEO Policy, and Institutional Anti Racism Action Plan directive.
2. Consistently adhering to the university's equal employment opportunity policy.
3. Supporting and assisting the CHRO and Director of Campus Human Resources in developing, maintaining, and successfully implementing the AAP.
4. Completing progress reports regarding the status of affirmative action programs.
5. Taking action to prevent harassment of employees placed through affirmative action efforts.
6. Assigning employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.

7. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with the university's policy.
8. Implementing the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.
9. Assisting in identifying problem areas and providing needed information for establishing and meeting department affirmative action goals and objectives.
10. Seeking and sharing information on feasible accommodations which have been or could be made for known disabilities.

**CHAPTER J: TRAINING**  
**41 C.F.R. §§ 60-300.44(j); 60-741.44(j)**

CAL POLY HUMBOLDT trains all employees involved with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the university's stated affirmative action goals.

**CHAPTER K: DATA COLLECTION ANALYSIS**  
**41 C.F.R. §§ 60-300.44(k); 60-741.44(k)**

CAL POLY HUMBOLDT has adopted the current national percentage of veterans in the civilian labor force, currently 5.4%, as its hiring benchmark for protected veterans. CAL POLY HUMBOLDT will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 5.4% hiring benchmark is applied to each job group within CAL POLY HUMBOLDT.

CAL POLY HUMBOLDT also adopted the current national utilization goal, currently 7.0%, for qualified individuals with disabilities. CAL POLY HUMBOLDT will update its utilization goal as new data becomes available, updated, and published. The 7.0% utilization goal is applied to *each job group* within CAL POLY HUMBOLDT.

CAL POLY HUMBOLDT has collected the required data and conducted studies to identify areas of opportunities in the employment of protected veterans and individuals with disabilities. CAL POLY HUMBOLDT will continue to monitor and update these studies annually during each AAP year. In each case where the hiring benchmark for protected veterans and/or the utilization goal for individuals with disabilities are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in Chapter F (External Dissemination of Policy and Outreach and Positive Recruitment) and measures described in Chapter H (Internal Audit and Reporting) of this AAP.

**CHAPTER L: COMPENSATION**  
**41 C.F.R. §§ 60-300.21(i); 60-741.21(i)**

It is the policy of CAL POLY HUMBOLDT that when offering employment or promotion to protected veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

CAL POLY HUMBOLDT is also committed to abiding with the Pay Transparency Nondiscrimination Provisions. Employees or applicants who have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant will not be discharged or in any other manner be discriminated against. Employees who have access to the compensation information of other employees or applicants as part of their essential job functions are informed and trained to not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) a response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with CAL POLY HUMBOLDT's legal duty to furnish the information.