Equal Opportunity Employer

Document Number: HMRS-0035 **Date Published(sys):** 5/13/2024

General Description

Policy Summary:

Trinity University provides equal opportunity for employment and advancement for all employees without regard to race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity, gender expression, genetic information, or any status protected by Federal, State or Local Laws.

Purpose:

This policy aims to protect all applicants and employees.

Scope:

This policy applies to all Trinity University faculty, staff and applicants.

Exceptions:

No exceptions.

Policy Content

Policy

Trinity University is an equal opportunity employer and as such provides equal opportunity for employment and advancement of all employees without regard to race, color, religion, sex, age, national origin, disability, military/veteran status, sexual orientation, gender identity, gender expression, genetic information, or any status protected by Federal, State, or Local Laws.

The University also strictly prohibits harassment, including, without limitation, sexual harassment, racial harassment, and any other harassment based on a characteristic protected by applicable law. For more information regarding the University's sexual harassment reporting and investigative procedures, please refer to the University's Policy Prohibiting Sexual Harassment and Sexual Misconduct (Title IX)

This policy extends to the employment relationship and all other personnel matters, including recruiting, selection, job assignment, supervision, training, promotions, transfers, termination, compensation, benefits, educational opportunities, and access to other work-related benefits.

Any candidate for employment or current employee who believes they have been subject to or witnessed a violation of this policy should immediately report the matter. Current Trinity employees should submit a report to their supervisor or the Chief Human Resources Officer. Candidates for positions at Trinity should submit their complaints to the Chief Human Resources Officer.

No employee will be subject to, and the University strictly prohibits, any form of discipline or retaliation for reporting suspected or perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in investigating such claims. Any policy violation will not be tolerated and will result in appropriate disciplinary action, including termination.

For more information regarding reporting potential violations and the University's grievance process, please see the University's Anti-Discrimination and Harassment Policy.

Consistent with this policy, the University maintains the exclusive right, at its sole discretion, to exercise all functions of management, including but not limited to, the right to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the work force; to establish, change and abolish policies, procedures, rules, and regulations with or without advance notice; to determine and modify job descriptions and job classifications; to assign duties to employees; and to establish and change salary and wage rates in accordance with needs and requirements which are determined by the University and applicable law.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	12/21/2023 11:16 AM	Pamela Mota
v2.0	7/28/2023 8:16 AM	Holly Warfel
v1.0	8/16/2019 9:15 AM	Kelleebeth Cantu

Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration