

**UNIVERSITY OF NORTH CAROLINA GREENSBORO
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

January 1, 2023 – December 31, 2023

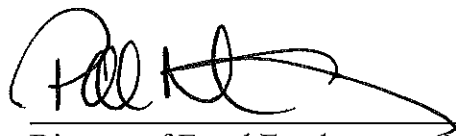
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EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

CERTIFICATION STATEMENT

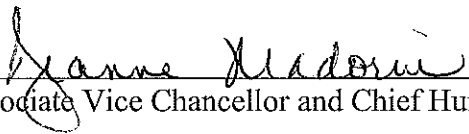
This certifies that the attached Equal Employment Opportunity/Affirmative Action Plan represents the University of North Carolina at Greensboro's (UNC Greensboro) commitment to provide equal employment opportunities to all applicants and employees. I attest that the UNC Greensboro follows the North Carolina Equal Employment Opportunity Policy along with all applicable federal and state laws, including current executive orders governing equal employment opportunities.



Director of Equal Employment Opportunity/Affirmative Action

3-17-23

Date



Associate Vice Chancellor and Chief Human Resources Officer

3/17/23

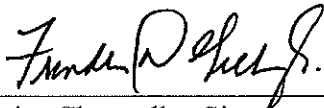
Date

Franklin D. Gilliam Jr.

University Chancellor Printed Signature

3/17/23

Date



University Chancellor Signature

3/17/23

Date

THE STATE OF NORTH CAROLINA EQUAL EMPLOYMENT OPPORTUNITY POLICY

The State of North Carolina recognizes that an effective and efficient government requires the talents, skills, and abilities of all qualified and available individuals, and seeks opportunities to promote diversity and inclusion at all occupational levels of State government's workforce through equal employment opportunity (EEO) workforce planning initiatives. The State is committed to ensuring the administration and implementation of all human resources policies, practices and programs are fair and equitable without unlawful discrimination, harassment or retaliation on the basis of race, religion, color, national origin, ethnicity, sex pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability. State agencies, departments, and universities shall be accountable for administering all aspects of employment, including hiring, dismissal, compensation, job assignment, classification, promotion, reduction-in-force, training, benefits and any other terms and conditions of employment in accordance with federal and State EEO laws.

See the Unlawful Workplace Harassment Policy in Section 1 of the State Human Resources Manual for provisions related to unlawful harassment, including sexual harassment, and retaliation.

Coverage

Individuals protected by provisions of this policy are:

1. current employees.
2. former employees; and
3. job applicants

Veterans

Job discrimination of veterans shall be prohibited, and affirmative action shall be undertaken to employ and advance in employment eligible veterans in accordance with Article 13 of G.S. 126 and G.S. 128-15. See the Veteran's Preference Policy in Section 2 of the State Human Resources Manual for provisions related to veteran's preference including the employment and advancement of protected veterans.

Office of Human Resources Responsibilities

The Office of State Human Resources (OSHR) shall:

1. establish the EEO Plan Requirements and Program Guidelines in accordance with federal and state laws to be followed by all agencies, departments, and universities, to ensure commitment to and accountability for equal employment opportunity throughout State government.
2. review, approve and monitor all EEO plans and updates.
3. provide services of EEO technical assistance, training, oversight, monitoring, evaluation, support programs, and reporting to ensure that State government's workforce is diverse at all occupational levels.
4. develop and promote EEO programs and best practices to encourage consistent and fair treatment of all State employees.
5. meet with agency heads, department heads, and university chancellors, Human Resources Directors and EEO Directors/Officers annually to discuss the progress made toward reaching program goals; and
6. provide a report annually to the Human Resources Commission and the Governor on the EEO Plans and progress by agencies, departments, universities, and state government.

Agency, Department and University Responsibilities

Each Agency Head, Department Head and University Chancellor shall:

1. adhere to the policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor.
2. ensure the agency, department or university's commitment to EEO is communicated to all employees, applicants and the general public.
3. ensure that Human Resources policies and employment practices are implemented consistently and fairly.
4. designate an EEO Officer/Director (Officer) who has access to the agency head, department head or university chancellor to be responsible for the operation and implementation of the EEO Plan.
5. provide the necessary resources to ensure the successful implementation of the EEO Program.
6. ensure each manager and supervisor has, as a part of his or her performance plan, the responsibility to comply with EEO laws and policies, and assist in achieving EEO goals established by the agency, department or university.
7. ensure the EEO Plan is designed in accordance with the EEO Plan Requirements and Program Guidelines as specified by the Office of State Human Resources.
8. ensure the EEO Plan is submitted by March 1st of each year to the Office of State Human Resources for review and approval as required by G.S. 126-19.
9. ensure all employees are made aware of the EEO policy including the Unlawful Workplace Harassment Policy found in Section 1 of the State Human Resources Manual.
10. develop strategies to prevent unlawful workplace harassment and retaliation in the workplace.
11. ensure required employee notices describing Federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities.
12. maintain records of all complaints and grievances alleging discriminatory practices; and
13. ensure all newly hired, promoted, or appointed supervisors and managers complete required EEO training in accordance with G.S. 126-16.1. See the Equal Employment Opportunity & Diversity Fundamentals (EEODF) policy located in Section 1 of the State Human Resources Manual for information related to EEO training.

Complaint Process

An individual covered by this policy who is alleging unlawful discrimination may file a complaint following the process outlined in the University SHRA Employee Grievance Policy. For this policy, political affiliation is not a protected classification under federal EEO law but may be grieved pursuant to G.S. 126-34.02 as a contested case after completion of the agency grievance procedure and the Office of State Human Resources review.

Definitions

“Age Discrimination” – The Age Discrimination in Employment Act of 1967 forbids employment discrimination on the basis of age against individuals who are age 40 or older.

“Bona Fide Occupational Qualification” (BFOQ) –A BFOQ is any requirement which is job-related and necessary for the performance of the job. Age, sex or physical requirements may be considered if they constitute a BFOQ necessary for job performance in the normal operations of the agency. Such standards are reasonably necessary for the specific work to be performed and are uniformly and equally applied to all applicants for the job category. Whether such a requirement is a BFOQ will depend on the facts in each case. This exemption will be construed very narrowly, and the agency, department or university will have

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See the Unlawful Workplace Harassment Policy in Section 1 of the State Human Resources Manual for provisions related to unlawful harassment, including sexual harassment, and retaliation.

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3. provide services of EEO technical assistance, training, oversight, monitoring, evaluation, support programs, and reporting to ensure that State government's workforce is diverse at all occupational levels.
4. develop and promote EEO programs and best practices to encourage consistent and fair treatment of all State employees.
5. meet with agency heads, department heads, and university chancellors, Human Resources Directors and EEO Directors/Officers annually to discuss the progress made toward reaching program goals; and
6. provide a report annually to the Human Resources Commission and the Governor on the EEO Plans and progress by agencies, departments, universities, and state government.

the burden of proving the exemption is justified. To establish age, sex or physical requirements as a BFOQ, it will be necessary to submit a recommendation to the Office of State Human Resources, setting forth all facts and justification as to why the requirement should be considered as a reasonable employment factor in each of the classifications in question.

“Disability Discrimination” – The Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) prohibits discriminatory treatment of a qualified individual who has a physical or mental impairment that substantially limits one or more major life activities, has a history (or record) of such an impairment, or is regarded as having such an impairment that is not transitory (lasting or expected to last six months or less) or minor. In addition, the law protects covered individuals from discrimination based on their known relationship (or association) with an individual with a disability (even if they themselves do not have a disability). Refer to the University’s Policy on Disability Accommodations in Employment for information on how to request and process requests for accommodations for covered individuals with disabilities.

“Genetic Information Discrimination” - The Genetic Information Nondiscrimination Act of 2008 (GINA) is a federal law which prohibits discrimination in the terms and conditions of employment against covered individuals based on their genetic information. Genetic information is:

- an individual’s genetic tests (including genetic tests done as part of a research study).
- genetic tests of the individual’s family members (defined as dependents and up to and including 4th-degree relatives).
- genetic tests of any fetus of an individual or family member who is a pregnant woman, and genetic tests of any embryo legally held by an individual or family member utilizing assisted reproductive technology.
- the manifestation of a disease or disorder in family members (family history); and
- any request for, or receipt of, genetic services or participation in clinical research that includes genetic services (genetic testing, counseling, or education) by an individual or family member.

“National Origin Discrimination” – Title VII of the Civil Rights Act of 1964 prohibits unfavorable treatment of covered individuals because he or she is from a country or part of the world, because of ethnicity or accent, or because he or she appears to be of a certain ethnic background (even if he or she is not). In addition, the law covers individuals who are married to (or associated with) an individual of a certain national origin or because of their connection with an ethnic organization or group.

“Pregnancy Discrimination” – The Pregnancy Discrimination Act of 1978 prohibits unfavorable treatment of a covered individual because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

“Race/Color Discrimination” – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because he or she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating an individual unfavorably because of skin color. In addition, Title VII protects covered individuals from discrimination because the individual is married to (or associated with) an individual of a certain race or color or because of an individual’s connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

“Religious Discrimination” – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because of his or her religious beliefs. The law protects not only the people who belong to traditional, organized religions (such as Buddhism, Christianity, Hinduism, Islam, and Judaism),

but also others who have sincerely held religious, ethical or moral beliefs. In addition, Title VII protects an individual who is married to (or associated with) an individual of a religion or because of his or her connection with a religious organization or group. The agency, department, or university must reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause unreasonable difficulty or expense for the agency, department or university. This would include making reasonable adjustments at work that will allow the employee to practice his or her religion.

“Sex-Based Discrimination” – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because of that individual's sex. In addition, the law protects an individual because of his or her connection with an organization or group that is generally associated with people of a certain sex. The Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

ABOUT THE UNIVERSITY OF NORTH CAROLINA GREENSBORO

UNC Greensboro opened its doors as a college for women on October 5, 1892, with 198 students, 15 faculty members and three academic departments: commercial, domestic science and pedagogy. In 1932, it became one of the “original 3” institutions to form the UNC System. The university flourished as the Woman's College until 1964, when it expanded to include men.

UNC Greensboro is a high research activity university as classified by the Carnegie Foundation and is one of the most diverse universities in the state with over 20,000 students and over 2,500 faculty and staff members representing more than 90 nationalities. UNC Greensboro offers 85 undergraduate degrees in over 100 areas of study, as well as 74 masters' and 32 doctoral programs.

Our 5-year strategic plan focuses on taking “Giant Steps” anchored by transformation - student transformation, knowledge transformation and regional transformation. This is accomplished through the university's commitment to health and wellness, vibrant communities, and global connections. As a result, UNC Greensboro is poised to emerge as one of the state's strongest and most productive institutions, as well as meet the needs of students and communities for years to come.

UNIVERSITY ACHIEVEMENTS AND BEST PRACTICES

UNC Greensboro has been and will continue to be an equal opportunity employer. The State of North Carolina's Equal Employment Opportunity Policy is referenced in the attachments.

In keeping with the Equal Employment Opportunity Policy, UNC Greensboro continues to be committed to recruiting, hiring, training, and promoting the most qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, political affiliation, genetic information, or veteran status. Similarly, all other personnel matters such as compensation, benefits, transfers, layoffs, UNC Greensboro sponsored training, and related programs have been administered in accordance with the Equal Employment Opportunity Policy. All employment decisions have been based on job-related standards and comply with the principles of equal employment opportunity.

Achievements:

UNC Greensboro is committed to maintaining a workplace that is free from all forms of unlawful harassment and discrimination. As part of this commitment to maintaining a workplace free from unlawful harassment and discrimination, UNC Greensboro offers in-person and online EEO training for managers and supervisors by implementing comprehensive training programs. First, the Director of Employee Relations (ER) and EEO/Affirmative Action (AA) (Officer) has continued the Equal Employment Opportunity and Diversity Fundamentals (EEODF) Training. EEODF has been offered to managers, supervisors, and executive leadership since November 2018. Additionally, participants have completed a series of trainings via zoom meetings designed for managers, supervisors, and HR Liaisons to include Job Search Applicant Tracking/ePosition Management training covering the application of EO and non-discriminatory search committee processes and ADA awareness training.

Secondly, in collaboration with Information Technology Services and University Communications, Dr. Andrea Hunter, Chancellor's Fellow for Campus Climate and professor in the department of human development and family studies, the University launched a new website last year that focuses on equity, diversity, and inclusion (EDI) at UNCG. The website provides information and data to address equity on campus. The website includes the following: (a) an Academic Framework, designed to advance equity, diversity, and inclusive excellence action and provide guidance for campus-wide efforts toward systemic change; (b) "Pathways to Equity," which focuses on mentoring, faculty success, and leadership development for underrepresented faculty; (c) promoting Inclusive Excellence with education and training; (d), a Diversity Dashboard that includes an interactive tool that provides equity, access, and climate indicators for faculty and staff; and (e) a Training Commons that includes a portal of information and resources for EDI training and campus-wide links to offices and programs. The Director of ER and EEO/AA (Officer) serves on the Chancellor's Advisory Committee and contributes training resources for the Training Commons that include EEODF, Workplace Equity, Diversity, and Inclusion in Action, Moving from Bias to Inclusion in an EDI Journey, and Leading Inclusively Leader camp from Percipio, UNCG's learning management system.

Best Practices:

Efforts are still being made since UNC Greensboro implemented a standard question during the interview process for search committees for all candidates of every job posting (e.g., What are your experiences and successes in working with diverse populations and/or audiences?). The University developed and maintained a recruitment strategy for hiring diverse staff that includes outlets for posting positions, utilizing search firms, Circa, and Vocational Rehabilitation Services all of whom have success of identifying diverse candidates.

In addition, work continues with the iBelong Project, which was launched in the spring of 2019. Led by the Division of Student Affairs launched the iBelong Project. The project included using the Culturally Engaging Campus Environments (CECE) survey, developed by the National Institute for Transformation and Equity. The CECE survey assesses the ways faculty and staff support students around diversity and inclusion. As such, the Director of ER and EEO/AA (Officer), served on the iBelong Names and Pronouns Advisory Committee to launch pronoun recognition on campus for students.

The University's [Bias Education and Support Team, formed in 2022](#) is also working to promote conversation about diversity, social justice, and inclusion. They aim to educate the campus community on how to recognize and report bias incidents and to support anyone who has been impacted by a bias incident. The University supports free speech and social discourse and have an expectation that all will do so with [civility](#) and respect for others. As such, community members are encouraging to report

conduct that seems to be threatening, harassing, intimidating, discriminatory, or hostile way, community members are encouraged to [report it](#) to this team for review and response.

ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY

University Chancellor

The Chancellor is responsible for the successful implementation of these policies and programs, and shall:

- Through the EEO plan designate the Associate Vice Chancellor and Chief Human Resources Officer as the official responsible for the operation and implementation of its EEO Plan and Program.
- Take positive measures to ensure that equal opportunity is available in all areas of employment including recruitment, selection, hiring, promotion, demotion, compensation (including salary adjustments, reallocations and performance increases), termination, reductions in force (RIFs), reemployment priorities, training, career development, transfer and other terms, conditions and privileges of employment.
- Take measures to ensure the work environment is consistent with the intent of this policy and supports equal opportunity.
- Communicate the University's commitment to EEO policies, plans, and procedures to all employees, applicants, and the public.
- Provide necessary resources to ensure the successful implementation of the EEO program.
- Ensure the development and implementation of policies, procedures, and programs necessary to achieve a workforce in each occupational category that reflects the N. C. State working population.
- Ensure the development and implementation of an equal employment opportunity plan and program.

Overall responsibility for the development and implementation of the University's state EEO Plan and federal Affirmative Action Programs resides with the Chancellor. The University's EEO Plan will become active in the upcoming year. The Chancellor approves all statements of policy that affect the EEO planning effort and makes all functional appointments of person who have formal responsibilities in the EEO Planning.

UNC Greensboro Management, Supervisors, and Director of ER and EEO/AA (Officer)

Every supervisor of the University by the employment relationship with the University is charged with adhering to the policy of EEO and Affirmative Action in personnel decisions. The appropriate supervisor reviews annually and adheres to the policies contained in this Program.

UNC Greensboro has been, and continues to be, committed to effective implementation of its EEO and Affirmative Action efforts in all areas and at all levels of employment.

- Assist in the development and implementation of the EEO Plan and Program and establish program objectives.
- Maintain a diverse workforce for the department, division, work unit, or section.
- Assist the EEO Officer in periodic evaluations to determine the effectiveness of the EEO

Program; and

- Provide a work environment and management practices which support equal opportunity in all terms and conditions of employment.

The Director of ER and EEO/AA (Officer), Management, and Supervisors are responsible for:

- Interpreting and apply federal laws, state statutes and policies related to EEO.
- Assisting in the identification of problem areas and establishing program objectives.
- Serving as resources to search committees and hiring managers when preparing for searches, ensuring hiring recommendations are reviewed for compliance with EEO program objectives prior to the final university hiring decision.
- Making every effort to achieve program objectives and maintaining a diverse workforce for the Department, division, work unit or section.
- Providing career counseling and EEO/DEI training for employees and ensuring that all employees are given the full opportunity to attend workshops and seminars, and/or to take credit courses under the provisions of the University's educational assistance program.
- Assisting the Director of ER and EEO/AA (Officer) in periodic evaluations to determine the effectiveness of the Affirmative Action Program.
- Sensitizing employees to all Affirmative Action policies.
- Preventing, recognizing and addressing unlawful harassment of employees; and
- Providing a work environment and management practices which support equal opportunity in all terms and conditions of employment.
- Providing confidential consultation for management and employees in matters involving EEO concerns
- Ensuring federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities
- Establishing and maintaining effective working relations with groups concerned with EEO, diversity and inclusion
- Ensure all employees are made aware of the following policies: EEO including the annual EEO Plan, Reasonable Accommodation, and Unlawful Workplace Harassment; and ensure development of strategies to prevent unlawful workplace harassment and retaliation in the workplace.
- Maintain and analyze data on workforce utilization and employment practices including records of all complaints and grievances alleging discriminatory practices.
- Advise management of the EEO program's impact and effectiveness.

Presenting information on the EEO Plan and program to management and employees on a regular basis

Submit the plan and program by March 1 of each year in accordance with the EEO Plan requirements and guidelines to OSHR for review, technical assistance and approval by the Director of State Human Resources.

EEO Committee

The Chancellor has appointed a group of persons designated as the EEO Committee to serve as a communication link between managers and employees and EEO staff on aspects on of the EEO Plan and

Program. The EEO Committee members will review and evaluate the EEO Plan and Program and review workforce representation data in each occupational category. Each of these units has a representative:

- Office of the Chancellor
- Provost and Executive Vice Chancellor
- The College of Arts and Sciences
- College of Visual and Performing Arts
- School of Health and Human Sciences
- Bryan School of Business and Economics
- School of Nursing
- School of Education
- University Libraries
- Graduate School
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Advancement
- Vice Chancellor for Information Technology Services
- Vice Chancellor and Chief Human Resources Officer
- Vice Chancellor for Communications
- Intercollegiate Athletics

The EEO Committee representatives serve as advisors, resources, and facilitators of the Affirmative Action Program. Suggestions for appointments and reappointments of the EEO Representatives are solicited by the Associate Vice Chancellor and Chief Human Resources Officer and forwarded to the Chancellor for an appointment. The Associate Vice Chancellor and Chief Human Resources Officer works in collaboration with the Senior Vice Provost to identify other representatives and to communicate the Affirmative Action Network Committee goals to key stakeholders.

The EEO Committee’s work continues to develop and evolve. The expectation is that through mandatory trainings, meetings with Affirmative Action representatives, and meetings with staff in UNC Greensboro Human Resources, managers and supervisors will develop increased awareness of the University’s affirmative action objectives to ensure that people who work for them or with them, or who apply for employment, are not discriminated against and do not discriminate against others based on any protected class.

The following chart represents the prospective EEO representatives and their affiliation with the University:

College/Department	Representative	Position Title		
EHRA Non-Faculty				
Office of the Chancellor	Waiyi Tse	Chief of Staff		
Office of the Chancellor	Andrea Hunter	Faculty & Chancellor’s Fellow for Campus Climate		
The Office of the Provost	Alan Boyette	Senior Vice Provost		
Business Affairs	Nereida Sutton	HUB Coordinator		
Human Resources	Jeanne Madorin	Associate Vice Chancellor & Chief Human Resource Officer		
Human Resources	Patricia M. Lynch	Director of ER and EEO & Affirmative Action		
Information Technology Services	Vickie Gaskill	Director of Management & Budget		
Student Affairs	Mevalyn Pate	Business Officer		

University Advancement	Melissa Barnes	HR & Talent Management Officer CORRECT?		
The Office of the Provost	Mitzi W. Burchinal	Associate Vice Provost, Academic Resources		
The College of Arts and Sciences	Lori Wright	University Program Manager Chief of Staff?		
College of Visual and Performing Arts	Amy Moore	Business Officer & Executive Assistant to the Dean		
School of Health and Human Sciences	Charles C. Dent	Assistant Dean for Operations and Administration CORRECT?		
Bryan School of Business and Economics	Jeri Miller	Business Officer		
School of Nursing	Jenny Oleson	Assistant Dean Business and Operations		
School of Education	Gabrielle Leonard	Executive Assistant to the Dean		
University Libraries	Michael Crumpton	Assistant Dean for Administrative Services		
SHRA				
Communications	Sherri MacCheyne	Associate Director, Special Projects		
Human Resources	Cati Caruthers	Talent Solutions Manager		
Intercollegiate Athletics	Jennifer Aguilar	Senior Associate Athletic Director for Internal Operations		

ASSIGNMENT OF RESPONSIBILITY and ACCOUNTABILITY

- Survey the organizational climate and employee attitudes and evaluate the resultant data
- Meet with the agency head/university chancellor in conjunction with the Director of ER and EEO/AA (Officer) to discuss EEO programs, report on the employees' concerns and recommend changes or additions to the EEO policy, plan or program
- Identify recruitment resources and other activities designed to strengthen the EEO program
- Meet at least annually
- All members complete the EEODF training if not previously taken

DISSEMINATION PROCEDURES

The University makes known its commitment to affirmative action by broadly disseminating its EEO Policy and the Affirmative Action Program to internal and external stakeholders using a variety of methods outlined below.

UNC Greensboro will disseminate its EEO Policy and Affirmative Action Program in the following ways:

Internal Dissemination

- All employees have access to a hard or electronic copy of the University EEO Plan.
- Managers and supervisors are effectively trained annually on their responsibilities to the Equal Employment Opportunity Program and related University policy.
- The EEO Policy statement is posted on bulletin boards in common areas and other areas where employees and/or the public may congregate.
- Newsletters and other in-house publications are used to communicate information about the EEO Plan, Program and Policy on a regular basis; and
- Input is solicited from all employees on the University EEO Plan, Policy, and Program.

External Dissemination

- Provide a copy of the EEO Policy to each resource, subcontractor, vendor and/or supplier.
- Provide a copy of the University vacancy list, job announcements and any other pertinent material to the appropriate recruitment resource(s); and
- Maintain regular and routine contact with recruitment resources.

PROGRAM ACTIVITIES

The University encourages representation by faculty and staff on community councils, boards, and organizations. This promotes the employment of women, minorities, individuals with disabilities, and eligible veterans. Also, UNC Greensboro encourages its faculty and administrative staff to participate at the state and national level in professional organizations that address issues of minorities and women. University employees regularly participate in conferences sponsored by their professional organizations which focus on diversity. Hiring managers are encouraged to recruit externally using the Local Job Network, which includes at least two diverse recruiting sources to fill vacancies.

Objectives

- Develop new strategies and incentives for diversifying pools in searches for new faculty and staff.
- Educate the University community on affirmative action recruitment strategies in support of ongoing efforts to increase the number of underrepresented faculty and staff.
- Provide training opportunities for supervisors and managers on affirmative action, cultural awareness, diversity, and encouraging attendance at cultural and ethnic events.
- Ensure that search committees and other University committees are diverse.

Recruitment

GOAL: Attract a diverse pool of applicants to each job group, including minorities, veterans and persons with disabilities.

UNC Greensboro has several defined job groups: (1) Administrative Support, (2) Management Related, (3) Officials and Administrators, (4) Professionals, (5) Protective Services, and (6) Technicians/Technologist that revealed underutilization. The University's programs consist of well-defined recruitment procedures to attract persons to its specifically advertised faculty and staff positions, promotional opportunities and training programs, impact analysis in reduction-in-force (RIF) situations, and outreach activities to increase general awareness of the University's interest in recruiting minorities and women within these job groups. UNC-Greensboro will review its recruitment literature to ensure that it includes and is relevant to all employees and will actively recruit underutilized groups, including veterans, using known resources (or partner with recruitment programs offered by the Office of State Human Resources).

Selection

GOAL: Follow the State's recruitment and selection guidelines and ensure that all steps in the selection process are job-related and non-discriminatory.

UNC Greensboro Human Resources administers recruitment, selection, and salary administration for staff vacancies subject to the State Human Resources Act (SHRA) and non-faculty staff who are exempt from the State Human Resources Act (EHRA). Faculty Personnel Services administers salary administration for faculty vacancies. Exceptions to normal hiring practices in relation to salary are subject to the approval of the Board of Governors, and internal employment should refer to UNC Greensboro Human Resources.

UNC Greensboro Human Resources is committed to providing timely service to supervisors in recruitment, advertising, and filling vacancies to hire from the qualified pool of applicants for each position.

UNC Greensboro Human Resources facilitates this program in its entirety. Any inquiries that may arise during the recruitment process should be addressed directly to the Talent Solutions Manager or a Talent Consultant in UNC Greensboro Human Resources. All full-time and part-time vacant permanent positions are posted via UNC Greensboro Job Search. SHRA postings are screened to the minimum qualifications and applicants may be disqualified through the postings using supplemental disqualifying questions. EHRA positions are screened to the minimum qualifications and preferred qualifications by the Director of EEO/AA (Officer).

All requisitions for postings are reviewed and approved for posting by the Talent Solutions Manager or the Director of ER and EEO/AA (Officer) for compliance regarding non-discriminatory language, minimum and preferred qualifications, salary range, posting duration, underutilization, and external posting requirements.

Commitment to Affirmative Action and Equal Opportunity Employment

UNC Greensboro is committed to equal employment opportunities and does not discriminate against applicants or employees-based race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability. Moreover, UNC Greensboro is committed to recruiting and advancing women and minorities at all levels in its staff complement.

All applicants are given the option to voluntarily provide race, sex, disability, or veteran service which is held in a confidential report within the online recruitment system. Hiring managers always have access to aggregate data on the demographics of the applicant pool.

The minimum employment age is 18 years old, except for law enforcement officers who must be at least 21 years of age at the time of hiring. There is no maximum age for employment.

Review of Job Descriptions

The hiring manager designs the new position and writes the job description or updates the current job description that is vacant for posting. SHRA job descriptions are required to be no older than eighteen (18)

months before posting. The job description for all SHRA and EHRA Non-Faculty vacancies should comply with established procedures developed by the Talent Solutions Manager, who provides for EHRA Non-Faculty position description assistance. The Talent Consultant provides this support for SHRA position descriptions. All faculty job descriptions are uniform and administered by Faculty Personnel Services in the Provost's office.

After completion of the job description, the hiring manager submits a job requisition through UNC Greensboro Job Search for posting the position. Hiring managers may refer to the UNC Greensboro job search support portal for assistance on creating a requisition for posting, screening applicants, completing hiring proposals, etc.

Job Postings and Advertisements

Job postings occur on Wednesdays and Fridays. To allow time for review and action, requests must be received by Monday and Wednesday. Requests received by Monday post by Wednesday, those received by Wednesday post by Friday. Departments can make special posting requests by including information in the comments box. EHRA Non-Faculty positions will be posted for a minimum of **five (5)** business days (beginning Wednesday or Friday). SHRA positions post for a minimum of **five (5)** business days. To attract top talent, UNC Greensboro Human Resources recommends a minimum posting period of **ten (10)** business days.

Positions are posted with an administrative title and functional title. The summary of the postings gives details defining the role of the department in the University as well as tasks and functions required of the position. SHRA positions posted with a salary range that usually represents the minimum to the maximum budgeted amount for the position. In circumstances where a vacancy may be difficult to fill by attracting qualified applicants, the range can post from 10 % below the position's level market rate to 10% above the level market rate. On rare occasions, as the UNC Greensboro compensation philosophy indicates, salaries for new employees are established at levels that recognize that individual's skills, competencies, and experience while considering the salary levels of current employees with similar duties.

Salaries for EHRA Faculty and Non-Faculty positions are posted as "commensurate with experience." Any substantive change in postings or job requirements will require that the positions be re-posted for the minimum period and that current applicants become aware of the change.

As SHRA applicants are reviewed after the posting period has closed by Talent Consultant, who reviews all applicants for RIF re-employment priority, veteran status, promotional priority and disability status. The status of any identified applicant is changed in the applicant tracking system to reflect the appropriate priority. Applicants who do not meet the minimum qualifications as identified by the disqualifying minimum requirement questions are removed from the pool. When this process is complete, all remaining applicants are forwarded to the hiring manager. As applicants are screened to the preferred qualifications, applicants are submitted to the Talent Solutions Manager for approval for an interview. At least three (3) applicants are recommended for an interview; however, depending on the quality of the applicant pool, exceptions may be made with the approval of the Director of ER and EEO/AA (Officer).

EHRA Faculty and Non-Faculty postings are normally screened by the search committee as the applicants apply. After the minimum posting period is complete, the search committee begins a review of applicants to be recommended to the Talent Solutions Manager for approval for an interview. The postings will remain open to receiving applicants until a candidate is selected or it has been determined that a final

candidate will be selected from a qualified pool of finalists. After finalists are selected, a determination for non-consideration is on the record with the decision.

Consideration of Special Factors Under Federal and State Law

As directed by UNC Greensboro Human Resources, the hiring manager is responsible for ensuring that applicants meet the necessary consideration for promotional priority of current state employees, priority re-employment, veteran's preference and affirmative action.

The following is a brief explanation of special considerations that may arise during the recruitment process. Failure to consider these factors appropriately may lead to a legal challenge. Full policies referencing priority consideration are at the UNC Greensboro Human Resources' policy website.

Priority Considerations for Current State Employees

Promotional priority consideration is provided to all current state employees who have achieved career status as defined by the NC General Statute. The Talent Consultant will make the determination of eligible SHRA applicants before forwarding applications to the hiring manager. The nature of the priority is as follows: If a current state employee applies and is qualified for another state position of a higher level and has substantially equal qualifications of those of the highest-ranking applicant who is not a state employee, the state employee will receive the job offer. Departmental representation may contact UNC Greensboro Human Resources for assistance.

“Qualifications,” as used in this definition, include education and training, years of related work experience, and other competencies, demonstrated knowledge, skills, and abilities in the selection process that have a reasonable, functional relationship to the requirement of the position. “Substantially equal qualifications” are present when the supervisor cannot make a reasonable determination that the job-related qualifications held by one applicant are significantly better suited for the position than the job-related qualification held by the other applicant.

Priority Re-employment Consideration

Former SHRA employees who have involuntarily separated for reasons other than cause (reduction in force) are afforded priority re-employment consideration under state law and policy. If there are any such employees eligible for this preference, the Talent Consultant will include such information in an email to the hiring manager, in addition to completing the status change. State regulations require that if the applicant separated from a position at UNC Greensboro, the applicant shall be offered any available vacant position with a salary grade equivalency level equal to or below that held before the separation, provided the employee meets the minimum qualifications for the position and can perform the job in a reasonable length of time, including normal orientation and training for any new employee. If the applicant was separated from a position at another state agency, the applicant will be interviewed and, where qualified, considered for the vacant position. The applicant will be offered the position prior to employment of anyone who is not a permanent UNC Greensboro employee. UNC Greensboro Human Resources will work closely with the hiring manager in affording priority re-employment consideration.

Veterans' Priority Rights in Hiring

In appreciation for service to the state and the country in a time of war, and in recognition for the time and advantage lost toward the pursuit of a civilian career, veterans have been granted a preference in state

employment by the General Assembly. Persons eligible for veteran's preference have served in the Armed Forces of the United States on active duty, for reasons other than training, during periods of war, with discharge under other than dishonorable conditions. This preference particularly includes disabled veterans. Spouses of disabled veterans and the surviving spouse or dependent of a veteran who died through service-related reasons during peacetime are also considered eligible for the veteran's preference."

Veterans who have met the minimum qualification requirements and who have less than **four (4)** years of related military experience beyond that necessary to qualify minimally shall also receive direct experience credit for up to **four (4)** years of unrelated military experience.

After applying this preference, the qualified veteran is selected when his/her overall qualifications are substantially equal to one or more non-veterans in the applicant pool.

UNC Greensboro Human Resources will review the information about veteran's status on the UNC Greensboro Application and will note an applicant's eligibility for this preference with an email to the hiring manager in addition to indicating such in the applicant tracking system via a status change.

If the applicant pool includes both a qualified non-state employee veteran and a qualified current state employee who is seeking a promotional opportunity, UNC Greensboro Human Resources will advise the hiring manager of the relationship between those priorities.

Affirmative Action Consideration

The University's Affirmative Action Plan requires UNC Greensboro to act affirmatively in minimizing and eliminating any demonstrated underutilization of women, minorities, disabled persons, and veterans in the University's work force. Each year, the Director of ER and EEO/AA (Officer) makes the updated University Affirmative Action Plan available to the Dean, Directors, and Department Heads, through the school and division Affirmative Action Representatives. The Director of ER and EEO/AA (Officer) will assist supervisors in providing advice and consultation about affirmative action considerations during the recruitment process.

Structured Interview Questions

The hiring manager or hiring assistant prepares the requisition for the job posting. The Director of ER and EEO/AA (Officer) and the Talent Solutions Manager approves structured interview questions on the online Job Search System. A link is provided to a library of established and approved interview questions, although the hiring manager may create new ones. The Director of ER and EEO/AA (Officer) and the Talent Solutions Manager approve any new structured interview questions. In addition, we now include a question targeted at experience with diverse populations and audiences (e.g., What are your experiences and successes in working with diverse populations and/or audiences?) as one of the standard questions to include in the structured interview.

The same questions should be asked to each applicant interviewed. The purpose of a structured interview is to obtain information relevant in determining whether an applicant is suitable for the job and to ensure that no applicant interviewed has an unfair advantage or disadvantage over another. The questions should focus on the work experience, education, and training of the applicant, and the applicant's job objectives. Each question is based on one or more of the essential knowledges, skills, and abilities as indicated in the job description.

Upon request, the Talent Consultant will provide hiring managers with assistance in developing structured interview questions. Questions about an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, political affiliation, genetic information, or veteran status, or any other protected class not directly related to the requirements for the positions are prohibited.

Reference Checks

UNC Greensboro Human Resources is responsible for conducting reference checks and recording the information on the Hiring Proposal in the online system. At least three reference checks, to include one supervisor is required. UNC Greensboro Human Resources may advise on the necessity of further checks. When feasible, a reference check should be conducted directly with the applicant's immediate supervisor. However, the applicant should provide authorization when a reference check is conducted by a current employer.

These checks should be conducted with careful regard to confidentiality and with the applicant's permission. Only job-related questions should be asked. Questions about individual's race, religion, color, national origin, ethnicity, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability. The same questions should be asked for each reference. The name of the telephone reference, date of contact, and notes about the conversation should be recorded and retained on the form provided. The reference check may be conducted by telephone or in writing.

Instructions on submitting reference checks may be provided in the postings to applicants. Some employers are reluctant to release verbal and written information about former employees. In this event, UNC Greensboro Human Resources should obtain written authorization from the applicant.

Final Candidate Decision

After completing the interview process and deciding on the final candidate, the hiring manager completes the online Hiring Proposal.

Determining how much to offer as starting salary:

For SHRA candidates, the Talent Consultant reviews the hiring proposal for competency and classification level justification. The salary requested cannot exceed the maximum amount defined at posting. Once he/she approves, the hiring proposal goes through the workflow/approval process. The Associate Vice Chancellor and Chief Human Resources Manager has final authority over SHRA candidates' starting salaries.

For EHRA Non-Faculty candidates, the Talent Solutions Manager reviews and approves the hiring proposals for UNC system compensation equity and CUPA data. The Associate Vice Chancellor for Human Resources and Chief Human Resources Officer has final authority over starting salaries for EHRA Non-Faculty candidates.

Other Personnel Activities Related to the Affirmative Action Program

The Associate Vice Chancellor for Human Resources and Chief Human Resources Officer has the following general responsibilities for ensuring that personnel functions are consistent with commitments contained in this Program. The following list is exemplary, but not inclusive:

- To ensure that required postings and notices are displayed properly and are on the NC Department of Administration (Employment Security Commission) website for outreach.
- To conduct routine analysis of upward career paths from job groups having substantial concentrations of minorities and women.
- To routinely review position descriptions and position announcements for the inclusion of only job-related criteria.
- To perform adverse-impact analysis relating to all classes of employees and prepare reports based on those analyses for the following employment actions: hiring, promotions, transfers, terminations, and training opportunities. (The analysis performed per the Uniform Guidelines on Employee Selection Procedures (41 CFR 60-3.1 through 3.18)).

Onboarding

GOAL: Provide the same level of orientation to all new SHRA, EHRA Non-Faculty and faculty employees, to ensure their understanding of the University's organizational structure and their role.

UNC Greensboro Human Resources ensures each selected candidate receives a written employment letter outlining the terms and conditions of his/her employment. Additionally, UNC Greensboro Human Resources informs new employees about the University EEO Plan and program during New Employee Orientation (NEO).

Promotion

GOAL: Enhance upward mobility and fully utilize the skills of the existing workforce in a non-discriminatory manner.

The University makes concerted efforts to identify current employees who are qualified for promotion and to include women and minorities in training programs and development opportunities. Through an internal posting system, all University employees have regular access to information about internal positions as they become vacant. In accordance with North Carolina law, the University allows priority consideration and preference to an internal state candidate who is substantially qualified for a position.

Faculty positions allow progression to higher levels per the regulations on Academic Freedom, Tenure, and Due Process. Faculty are selected for tenure awards and promotions to higher ranks without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information or disability. It is the responsibility of the Provost, Deans, and Department Chairs/Heads to establish and apply nondiscriminatory criteria for promotion and the conferral of tenure.

Classified positions (SHRA) are regularly audited to make sure that the salary grade or Career Banding level of the incumbent is consistent with the work performed. Reclassifications or career progressions are recommended whenever the position study indicates a need.

Training

GOAL: Enhance employee development and advancement opportunities to be demographically inclusive at all levels and ensure training programs are administered without bias.

Training is a vital tool in achieving equal employment opportunity and in strengthening affirmative action efforts. The University is committed to providing opportunities for employees to acquire new skills and to update or enhance existing ones. Faculty and staff employees are provided opportunities for professional development. Special efforts are made to encourage women, minorities, and veterans to engage in professional development activities. UNC Greensboro Human Resources has responsibility for providing internal training programs for staff. Many of its programs are also useful for faculty supervisors.

UNC Greensboro Human Resources is responsible for scheduling workshops to communicate the plan and developed methods to evaluate program activities. This training is similar to the program offered by OSHR's Equal Opportunity Division. UNC Greensboro Human Resources administers specific training such as Equal Employment Opportunity and Diversity Fundamentals Training for supervisors and employees as mandated by OSHR and identified on UNCG's Racial Equity website.

Compensation and Benefits

GOAL: Ensure that all employees receive compensation and benefits without discrimination by analyzing practices to determine patterns and trends.

According to procedures promulgated by the OSHR, all staff compensation is without regard to race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability.

Generally, employees who have appointments of at least nine months at three-quarter time, including faculty, are eligible for enrollment in the University's benefits programs. Employees eligible under these conditions are subject to mandatory participation in the State Retirement System or the University's Optional Retirement Program. UNC Greensboro Human Resources regularly holds NEO meetings to inform employees of their benefits options and to complete the necessary documentation. Employees are required to attend such an orientation, immediately upon being employed by the University.

UNC Greensboro Human Resources offers benefits planning seminars on a regular basis. All notification of changes in the University's benefits program are published in Campus Weekly and on the UNC Greensboro Human Resources website.

Performance Management

GOAL: Hold managers and supervisors accountable for the progress of the University's EEO program by including it as an expectation in their performance evaluations. Ensure the performance management system, including employee performance standards, is free from bias.

It is UNC Greensboro's policy that work performance of all permanent SHRA and EHRA Non-Faculty employees shall be appraised at least annually by the immediate supervisor of the employee. Performance appraisals shall be job-related and not influenced by race, gender identity, age, color, religion, national origin, genetic information, political affiliation, sexual orientation, disability, veteran's status, or any other matter not directly related to the requirements of the position.

By adopting this policy, the University shall achieve the following goals:

- Increased two-way communication between the supervisor and the employee regarding work.
- Clarify goals and responsibilities, priorities, and expectations to meet the University's mission and goals.
- Monitor and assess performance; and
- Identify steps for improving performance.

UNC Greensboro Human Resources is responsible for the administration of the Performance Management Program which includes but is not limited to 1) formulating procedures and policies that are consistent with the Policy and Guidelines and with relevant policies of the OSHR and the Board of Governors, 2) planning and conducting all training of supervisory personnel, 3) continuously monitoring the program, and 4) periodically evaluating the program.

Transfer and/or Separation including Reduction in Force (RIF)

GOAL: Identify trends and measure the impact on underutilized groups.

All University employees are encouraged to have an exit interview and to discuss continuation of benefits with staff in the UNC Greensboro Human Resources department. If, during the interview, information is shared that warrants immediate attention, the Associate Vice Chancellor and Chief Human Resources Officer or their designee will be notified directly and will follow up with the appropriate person(s).

Disciplinary Procedures

GOAL: Provide equitable treatment for all SHRA and ERHA Non-faculty employees in accordance with the Disciplinary Action Policy/Employee Disciplinary, Appeal and Grievance policies. Any alleged violation of UNC Greensboro's Affirmative Action Policy will be taken seriously by the University. An employee or applicant with a complaint should contact the Director of ER and EEO/AA (Officer) or General Counsel and follow the process as outlined below.

The Director of ER and EEO/AA (Officer) will request a written complaint describing the nature of the alleged violation. The Director of ER and EEO/AA (Officer) may use discretion without a written complaint if there is reasonable cause to investigate. The Director of ER and EEO/AA (Officer) may request written responses from any individuals identified in the complainant's statement and request a written response from any individuals charged with violating the policy. If the Director of ER and EEO/AA (Officer) believes that a violation has occurred, and that the violation is of a magnitude to warrant disciplinary action, he or she will consult with the University's Office of Institutional Integrity and General Counsel (OIIGC). If the OIIGC concurs, the appropriate disciplinary process will be invoked. In addition, the Director of ER and EEO/AA (Officer) will ensure that the appropriate corrective action taken is in support of the complainant.

Grievance Process

GOAL: Ensure fair and equitable review of complaints in accordance with applicable University policies.

The SHRA Employee Grievance Policy prohibits retaliation against employees and applicants who file complaints or participates in a grievance procedure in good faith. The Director of ER and EEO/AA (Officer) reviews and monitor program data to identify trends and patterns.

Additionally, there are separate grievance policies for faculty and EHRA employees.

EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY FUNDAMENTALS (EEODF)

GOAL: Enroll managers and supervisors in the EEODF training within one-year of their appointment.

EEODF is a training course mandated by law for all new managers and supervisors within one (1) year of their appointment. This course addresses EEO law, compliance issues, and workplace diversity as a state employer. It concentrates on developing awareness and building skills that are used on the job. New supervisors and supervisors who have not previously completed the EEODF must do so by accessing the Office of State Human Resources' (OSHR) North Carolina Learning Center's training website to enroll in the next available class. At this time, UNCG has a 32% completion rate of EEODF. The Director of EEO and AA anticipates the completion rate will increase by 50% in 2023 due to the offering of online EEODF classes.

EMPLOYMENT FIRST AND REASONABLE ACCOMMODATION

UNC Greensboro complies with federal and state laws governing reasonable accommodations for qualified individuals with disabilities. UNC Greensboro is committed to making reasonable accommodations for individuals who have a physical or mental impairment that substantially limits a major life activity, have a record of having such an impairment, or are regarded as having such an impairment unless such accommodation would impose an undue hardship.

UNC Greensboro also complies with regulations to reasonably accommodate an employee's religious beliefs or practices. Annually, UNC Greensboro encourages employees to complete the Voluntary Self-Identification of Disability form in the online Genie system.

UNC-G is improving recruitment and outreach efforts to attract qualified individuals with disabilities and will encourage employees to complete the Voluntary Self-Identification of Disability form in the applicable HRIS system annually.

PROGRAM EVALUATION, REPORTING AND MONITORING

The Director of ER and EEO/AA (Officer) will disseminate Affirmative Action information to all UNC Greensboro managers and supervisors through meetings and written/electronic communication. Additionally, there may be a need for departments to meet as necessary to discuss the Affirmative Action Program actions that need attention.

The University's Affirmative Action Program is 1) monitoring of the University's commitment and good faith efforts and 2) ongoing comparisons of goals and progress toward accomplishing those goals. Both functions are the responsibility of the Director of ER and EEO/AA (Officer) in conjunction with the Chancellor and the EEO Committee. The Chancellor also receives a report on progress or problems related to the EEO programs and/or activities.

To evaluate adherence to affirmative action, the Director of ER and EEO/AA (Officer) requires reports from those involved in the search and selection process and, when necessary, consults with them prior to approving important steps in the employment process. Reports and consultations also occur

whenever there appears to be an insufficient number of minority candidates in comparison to the labor market.

Once this EEO Plan has been developed and approved by the Chancellor, the Associate Vice Chancellor and Chief Human Resources Officer will communicate the plan to the campus.

Program Evaluation and Monitoring

The Director of ER and EEO/AA (Officer) regularly assesses the following areas:

- Review of recruitment practices to ensure vacancy announcements are disseminated to a diverse network of job recruiters.
- Review of hiring and promotion practices to ensure decisions are based on job-related abilities using standardized processes,
- Review of discipline, grievance, compensation, and performance management data to evaluate any trends and to ensure that bias is not a factor in decision-making,
- Regular analysis of and sharing with senior management data collected in the exit interview program, and
- Regularly encourage employees to provide feedback on their workplace environment.

Program Reporting

The Director of ER and EEO/AA (Officer) is responsible for making reports to the senior management on a regular basis and to the Office of State Human Resources, as requested. These reports will be used to ensure that the University's EEO Plan is being followed and that equal opportunities exist for employees and applicants. The Director of EEO and AA (Officer) will use the following data sources to generate necessary reports by race, sex, age, and disability status, when available:

- SpartanTalent for applicant tracking data.
- Transactional reports for compensation, hiring, separations, promotions, and other employee actions.
- ePerformance data for performance management ratings; and
- Internal tracking reports such as the selection/decision log, adverse impact analysis form, or other related information.

The University Chancellor receives reports on the progress and/or problems regarding the EEO Program and activities.

HARASSMENT PREVENTION STRATEGIES

State of North Carolina Unlawful Workplace Harassment Policy states in relevant part: All employees have the right to work in an environment free from discrimination and harassing conduct. No state employee will engage in conduct that falls under the definition of unlawful workplace harassment, including sexual harassment discrimination, or retaliation, and no employment decisions shall be made on the basis of race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age, political affiliation, National Guard or veteran status, genetic information or disability.

Strategy #1: Commitment by the University to the prohibition of unlawful workplace harassment, sexual harassment, and retaliation.

UNC Greensboro is committed to providing a workplace environment in which employees are free of workplace harassment and retaliation. The State of North Carolina Unlawful Workplace Harassment Policy states, "No State employee shall engage in conduct that falls under the definition of unlawful workplace harassment, including sexual harassment discrimination, or retaliation, and no employment decisions made on the basis of race/color, gender, religion/creed, national origin, age, or disabling condition." Unlawful Workplace Harassment is defined as unwelcomed and unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color or handicapping condition as defined by G.S. 168A-3, political affiliation, or sexual orientation that creates a hostile work environment or circumstances involving quid pro quo harassment.

Any interference, coercion, restraint, or reprisal of any person complaining of unlawful harassment is prohibited.

Any former employee, full-time or part-time employee with either a permanent, probationary, trainee, time-limited permanent or temporary appointment who feels that he/she harassed in the workplace must do the following:

An **SHRA** employee who wishes to complain of unlawful workplace harassment should follow the [University SHRA Employee Grievance Policy](#)

A grievance or complaint must be filed within 15 calendar days of the alleged event or action that is the basis of the grievance. Any grievance or complaint that alleges unlawful discrimination, harassment or retaliation shall be addressed and completed through the University Equal Employment Opportunity (EEO) Informal Inquiry process before being considered in the formal internal grievance process. Except as provided herein, all other grievable issues are discussed with the immediate or other appropriate supervisor in the employee's chain of command, or other appropriate personnel (i.e., Human Resources) that has jurisdiction regarding the alleged event or action that is the basis of the grievance, prior to filing a formal grievance. After the EEO Informal Inquiry process is completed, all grievable issues remaining may be considered in the formal grievance process if pursued by the employee.

EHRA Non-Faculty employees who wish to report workplace harassment should first attempt to resolve the complaint through discussion with the administrative official most directly empowered to address the matter. If this attempt proves unsuccessful, the employee may submit a complaint to the Affirmative Action Officer and must follow the [Appeal Committee Guidelines for Designated Exempt Employees](#). A grievant must submit a petition for review of the complaint in a timely fashion to the Chair of the EHRA Non-Faculty Appeals Committee, with a copy to the Chancellor. Should the Committee determine that, if proven true, the alleged violations would constitute workplace harassment, a hearing must be held to give the grievant an opportunity to provide evidence supporting his or her allegations.

Faculty employees who wish to grieve should follow policies and procedures as set forth in [the Regulations on Academic Freedom, Tenure, and Due Process](#). The Faculty Grievance Committee Policies and Procedures outline the Faculty Grievance Committee's responsibility to hear, pursue adjustment through mediation, and advise with respect to the adjustment of grievances of members of the faculty. The Committee shall make its written recommendations to the Chancellor following

the conclusion of the hearing. A copy of the decision is provided to the provost and to the appellant. The Procedures for UNC Greensboro Hearings in “Serious Sanction” Cases outlines the procedures for due process hearings. Further proceedings and appeals set forth in Section 7 of the Regulations on Academic Freedom, Tenure, and Due Process.

Strategy #2: Training and other methods to prevent harassing actions.

The Director of ER and EEO/AA (Officer) and his/her designee will be responsible for scheduling training to communicate the plan and develop methods to evaluate program activities. Specific training will be developed for supervisors and employees. Additionally, an HR Representative will ensure that new hires receive appropriate Unlawful Workplace Harassment training during NEO.

Strategy #3: Process for prohibiting unlawful workplace harassment retaliation to all University employees.

The Director of ER and EEO/AA (Officer) and his/her designee will be responsible for assisting supervisors, managers, and the grievant in investigating and resolving cases alleging unlawful workplace harassment, discrimination or retaliation, as well as monitoring procedures and disciplinary actions of all alleged cases and serving as a resource person to all employees.

The Director of ER and EEO/AA (Officer), his/her designee and the Title IX Coordinator will be responsible for administering the Unlawful Workplace Harassment Policy and Plan, preventing and correcting any identifiable discrimination and/or unlawful workplace harassment. UNC Greensboro will, in all allegations of unlawful workplace harassment, review the totality of the circumstances to determine whether the alleged conduct constitutes unlawful workplace harassment.

Additionally, the Director of ER and EEO/AA (Officer) will oversee disciplinary actions and serve as a resource person to all employees. Both disciplinary actions and employee grievances or complaints involving SHRA personnel are reported through the Banner Information System, which is tracked by UNC HR Data Mart.

Supervisors will be responsible for administering the policies, preventing and correcting any identifiable discrimination and/or unlawful workplace harassment, and creating an environment that is free of unlawful workplace harassment. UNC Greensboro will, in all allegations of unlawful workplace harassment, review the totality of the circumstances to determine whether the alleged conduct constitutes unlawful workplace harassment.

REDUCTION IN FORCE PROCEDURES

UNC Greensboro has the authority to separate an employee whenever it is necessary due to a shortage of funds or work, abolishment of a position, or other material change in duties or the organization. UNC Greensboro complies with [the Office of State Human Resources Reduction in Force policy](#) and the [Reduction in Force Priority Reemployment policy](#). The following factors are used in the consideration of retention of SHRA employees in classes affected:

- type of appointment
- relative efficiency
- actual or potential adverse impact on the diversity of the workforce
- length of service

UNC Greensboro notifies the employee in writing of separation as soon as possible and in any case not less than 30 calendar days prior to the effective date of separation. The written notification includes the reasons for the reduction in force, expected date of separation, the employee's eligibility for priority reemployment consideration, applicable appeal rights, and other benefits available.

An SHRA employee separated by a reduction in force may appeal the separation only on the grounds listed in the SHRA Employee Grievance Policy.

Pursuant to the State Human Resources Manual, employees with career status (as defined by G.S. 126-1.1), who have received official written notification of imminent separation due to a reduction in force, are eligible for priority consideration under the provisions outlined in the manual. An employee shall receive priority consideration for 12 months from the date of the official written notification.

PREGNANCY WORKPLACE ADJUSTMENTS

In December 2018, Executive Order 82 (Promoting Health and Wellness by Clarifying Protections Afforded to Pregnant State Employees) was issued by Governor Roy Cooper. This Executive Order required that Universities extend workplace protections and modifications to pregnant employees upon request unless doing so would impose significant burdens or costs.

UNC Greensboro complies with Executive Order 82 by:

- UNC Greensboro posting the written notice of the rights afforded to pregnant state employees under OSHR policies and Executive Order 82. This notice is physically displayed in a conspicuous area in the UNC Greensboro Human Resources office and other appropriate offices maintained by the University. The posting of the requirement is on the UNC Greensboro Human Resource's EEO and AA website.
- UNC Greensboro educating management and staff of their obligations and employee rights under OSHR policies and Executive Order 82 through New Employee Orientation (NEO), New Faculty Orientation (NFO), UNC Greensboro Human Resource meetings with Human Resources Liaisons, the Disability Advisory Committee (DAC), and other trainings.
- UNC Greensboro providing OSHR information in the annual EEO Plans to include the following:
 - *The number of notices in each state Agency office that educate management and their staff of their obligations and employee rights.
 - * The content of those notices; and
 - * Information regarding any additional education initiative(s) carried out by UNC Greensboro specifically the nature of the initiative (form and/or medium), the information

conveyed, and the estimated number of management and staff who were able to obtain information from or otherwise had access to the initiative.

PROHIBITING THE USE OF SALARY HISTORY

In April 2019, Executive Order #93 (Prohibiting the Use of Salary History in the State Hiring Process) was issued by Governor Roy Cooper. This Executive Order prohibited state agencies from requesting salary history from applicants or relying on previously obtained prior salary information in determining an applicant's salary. OSHR was required to remove the employment history fields from the state application.

UNC Greensboro complies with Executive Order #93 by:

- removing the employment history fields from the state application.
- providing this information to OSHR in the annual EEO Plan.
- training the UNC Greensboro Talent Solutions team in the new salary administration requirements

DATA ELEMENTS

Workforce Availability

UNC Greensboro conducted an in-depth analysis of its total employment process to determine if any impediments to EEO exist by job group. Included in this analysis are those employment processes that impact SHRA employees.

As of December 31, 2022, the Job Group Analysis Data reported nine hundred seventy-seven (977) protected class SHRA employees working at UNC Greensboro representing twelve (12) SHRA Job Groups.

Workforce availability in equal employment opportunity planning determined by using the two-factor analysis method. The first step to conducting a population/labor force compromise analysis is to identify the Standard Occupational Classification (SOC) categories in which underutilization exists. The OSHR, through the Integrated HR/Payroll System, provides data on the distribution of workers in the UNC system workforce.

The Business Objects (BOBJ) reports (B0170-178) automatically calculate underutilization using both the population and the population/labor force compromise methods. In addition, another report (B0023) provides for use in identifying the specific State job classifications in the UNC Greensboro workforce included in each SOC category. The BOBJ reports are the required source data for the population analysis and the population/labor force compromise analysis.

The Staffing Activity Report from UNC HR Data Mart reflects the representation data for recruitment and selection for hires and promotions. **UNCG uses the two-factor analysis as defined by the OFCCP.**

Occupational Classification

The Standard Occupational Classification (SOC) system, a federal statistical standard used by federal agencies to classify workers into occupational categories for collecting, calculating, or disseminating data, is used by the State of North Carolina when evaluating workforce availability. Detailed occupations in the

SOC with similar job duties, and in some cases skills, education, and/or training, are grouped. To facilitate classification and presentation of data, the SOC is organized in a tiered system with four levels, ranging from major groups to detailed occupations. Detailed information on the SOC system can be found at <https://www.bls.gov/soc/#classification>. The major categories used by UNC Greensboro for SHRA positions include:

302 – OFFICIALS/ADMINISTRATORS AND DIRECTORS/ (SHRA)
311 - ADMIN PERSONNEL (SHRA)
321 - COMP/TECH PERS (SHRA)
331 – LIBRARIANS
341 - INST SUPPORT (SHRA)
400 - TECHNICAL/PARAPROFESSIONAL
500 - SECRETARIAL/CLERICAL
510 - SECRETARIAL/CLERICAL SUPVSR
600 - SKILLED CRAFTS
610 - SKILLED CRAFTS SUPVSR
700 - SERVICE/MAINTENANCE
710 - SERVICE/MAINT SUPVSR

1. **Official/Administrators and Directors** - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency’s operations, or provide specialized consultation on a regional, district or area basis.
2. **Professionals** - Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.
3. **Management Related** – Occupations which support the internal operations of an agency, department or facility.
4. **Technicians** - Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or equivalent on-the-job training.
5. **Librarians** - Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalog and access information.
6. **Administrative Support** - Occupations in which workers are responsible for internal and 10 external communications, recording and retrieval of data and/or information and other paperwork required in an office.

7. **Law Enforcement** - Occupations in where workers entrusted with public safety, security and protection from destructive forces.
8. **Service and Maintenance** - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.
9. **Skilled Craft** - Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the process involved in the work acquired through on-the-job training and experience or apprenticeship or other formal training programs.

Sub-categories are available in the Integrated HR/Payroll System for a more detailed analysis.

Race and Ethnicity

For the workforce availability analysis, the race/ethnicity categories are:

1. **White** (Non-Hispanic or Latino) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. **Black or African American** (Non-Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
3. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
4. **Asian** (Non-Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. **American Indian or Alaska Native** (Non-Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

As of December 31, 2022, the SHRA Vet by SOC Category reflects sixty (60) Self-Identified employees as Veterans and internal reporting of 30 reported ADA accommodations.

Program/Employment Objectives

UNC Greensboro has a few occupational categories within the University which resulted in underutilization where five (5) or more workers employed were identified for employment opportunity planning. UNC Greensboro will estimate the capability for eliminating or reducing the underutilization through estimation of job openings.

The Director of ER and EEO/AA (Officer) and managers and supervisors of the work unit(s) that employ workers in occupational categories where underutilization has been identified are responsible for estimating job openings. This determination is made by the number of openings that occurred during the twelve (12) months prior to the development of the plan.

UNC Greensboro's Program/Employment Objectives are consistent with the University's goals to support student transformation, knowledge transformation, and regional transformation through the University's commitment to initiatives supporting health and wellness, vibrant communities, and global connections. UNC Greensboro strives to become a national model for how a university can blend opportunity, excellence, and impact to transform the lives of individual students, while at the same time making a major contribution to the prosperity of the state.

Enrollment

According to UNCG's University Level Goals and Initiatives, student transformation begins at the point of enrollment, where access to all qualified students is critical.

<https://strategicplan.uncg.edu/goals-and-initiatives/>

- UNCG will increase enrollment of low-income (Pell grant eligible, in-state) students by 15.1% by 2022. (UNC System)
- UNCG will increase enrollment of rural (in-state, from a Tier 1 or 2 county) by 9.4% by 2022. (UNC System)

Earning a bachelor's degree indicates that students have successfully completed the steps that pave the way toward transformation. Ensuring that all students have the opportunity for success is critical.

- UNCG will increase the 5-year graduation rate for first-time, full-time students to 62.4% by 2022 (instate; from any accredited 4-year institution). (UNC System)
- UNCG will increase the low-income completion rate by 32.5% by 2022-2023. (UNC System)
- UNCG will increase the rural completion rate by 12.9% by 2022-2023. (UNC System)
- UNCG will increase Undergraduate Degree Efficiency (number of credentials awarded per 100 full-time students) from 20.4 to 21.7 by 2022-2023. (UNC System)
- UNCG will decrease the gap in Undergraduate Degree Efficiency (number of credentials awarded per 100 full-time students) for underrepresented minority students by increasing the UDE from 19.2 to 20.8 by 2022-2023. (UNC System)

UNC Greensboro's employment objectives were established by target adjustment by whole numbers. Where there is underutilization of groups of employees in higher level jobs, managers and supervisors are encouraged to consider those employees currently employed at lower levels for higher level vacancies, who may be qualified for promotional opportunities or able to acquire the skills necessary for promotion with additional training.

In UNC Greensboro's Analysis Data as of 2022, the university had several job groups: (1) Administrative Support, (2) Management Related, (3) Officials and Administrators, (4) Professionals, (5) Protective Services, and (6) Technicians/Technologist that revealed underutilization. To increase utilization, UNC Greensboro will continue to review and monitor recruitment procedures to abolish any discriminatory practices, review recruitment process to ensure measures are incorporated to recruit a diverse pool of applicants, and ensure contact is maintained with diverse recruitment resources (including the Local Job Network), to ensure potential applicants are notified of employment opportunities, particularly in the above-named job groups.

Identification and Correction of Issues

UNC Greensboro has identified barriers or issues in the EEO Plan. Some of the corrective actions that will be taken to mitigate/eliminate the barriers or issues are as follows:

1. Develop new strategies and incentives for diversifying our pools in searches for new faculty and staff.
2. Educate the University community on affirmative action recruitment strategies in support of ongoing efforts to increase the number of underrepresented faculty and staff.
3. Provide training opportunities for managers and supervisors on affirmative action, cultural awareness, diversity, and encouraging attendance at cultural and ethnic events through NEO, EEODF training programs.
4. Ensure that search committees and other University committees are diverse and trained.
5. Educate the University community on affirmative action strategies in support of ongoing efforts to increase the number of underrepresented faculty and staff.

Barriers to Goal Attainment

1. Despite setbacks and obstacles faced with the pandemic, objectives that were not met will be addressed in the upcoming plan year.