

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: February 12, 2010

REGULATION TITLE:

Affirmative Action Plan for Equal Employment Opportunity,
And Administrative Organization for the Affirmative Action
Program

REGULATION NO.:

UF-1.0061

SUMMARY: The amendment reflects changes that are required to comply with the Genetics Information Nondiscrimination Act (GINA) of 2008 that went into effect on November 21, 2009

AUTHORITY: BOG Regulation 1.001.

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Rebecca J. Holt, Administrative Assistant, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION: Paula Varnes Fussell, Vice President for Human Resource Services

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

~~6C1~~1.0061 Affirmative Action Plan for Equal Employment Opportunity, and
Administrative Organization for the Affirmative Action Program.

(1) Equal Employment Opportunity Policy.

(a) The University shall provide equal employment opportunities and practices for all qualified persons which conform to laws against discrimination on the basis of race, creed, religion, color, marital status, veteran status, sex, national origin, disability, political opinions or affiliations, age, genetic information, or handicap; and to promote the full realization of equal opportunity through a positive, continuing program of affirmative action which shall be aimed at enlarging and expanding the employment opportunities of qualified women and minority groups throughout the University.

(b) The University is committed to three (3) basic goals relating to Equal Employment Opportunities:

1. The analysis of current practices and policies, and the adoption of new or revised practices and policies when necessary, to insure the establishment of specific procedures for equalizing.

2. The elimination and correction of practices and individual inequities which perpetuate or result from discrimination toward women or minority groups.

3. The intensified recruitment and consideration of women and minority groups to ensure that candidates and employees with appropriate qualifications, potential, and responsibility are afforded equal opportunity for selection, training, and promotion, and are compensated without discrimination due to race, creed, color, religion, marital status, veteran status, sex, national origin, political opinions or affiliations, age, or disability.

(c) The University shall provide for Equal Employment Opportunity by:

1. Recruiting, hiring, training, and promoting persons in all job classifications without discrimination with regard to race, creed, color, religion, veteran status, marital status, national origin, political opinions and affiliations, sex, age, [genetic information](#), or disability, unless specific sex, age, physical or mental disabilities are bona fide occupational qualifications.

2. Insuring that employment and promotion decisions are in accord with existing criteria.

3. Insuring that all personnel actions, benefits, and programs are administered without illegal discrimination.

(2) Affirmative Action Plan for Equal Employment Opportunity -- The Affirmative Action Plan for Equal Employment Opportunity, as mandated by Executive Order #11246, implements the Equal Employment Opportunity Policy stated above. The Plan, ~~pursuant to Regulation 6C-5.900~~, is subject to annual review and change as circumstances require. The Plan contains a set of specific and result-oriented procedures to which the University commits every good faith effort, a work force analysis which identifies deficiencies in the representation of women and minority groups, and goals and timetables to correct the deficiencies and to increase the employment of women and minorities at all levels.

(3) Administrative Organization of the University's Affirmative Action Program.

(a) The Vice President for Human Resources [Services](#) is designated by the University President as the University's Chief Administrative Officer for Affirmative Action. He or she shall have the authority and responsibility to take the steps necessary to fully implement the Plan and any changes therein, provide a continuing process for reviewing performance under the Plan, and take corrective action when needed to assure full compliance with the Plan and [University of Florida](#) Regulations ~~6C1-1.0061~~ and ~~6C1-1.0062~~. Penalties for infractions of the University's Affirmative Action Plan or Regulations shall be administered pursuant to [University of Florida](#) Regulation ~~6C1-1.007~~.

(b) The Vice President for Human Resources [Services](#) shall be assisted by the Director of University Equal Employment Opportunity. He or she shall work with University personnel

to insure full coordination and compliance with the Plan and Regulations [of the University of Florida](#) governing equal employment opportunity and affirmative action.

(c) The Vice Presidents shall be responsible for the implementation of an affirmative action plan as described below and shall provide assistance to the Vice President for Human Resources [Services](#) and Director of University Equal Employment Opportunity.

1. The Vice President for Human Resources [Services](#) shall be responsible for implementing the Affirmative Action Plan and Regulations [of the University of Florida](#) for University Support Personnel System and Technical, Executive, Administrative and Managerial Support Personnel, except for the positions of Vice President, and positions defined as instructional faculty in [University of Florida Regulation ~~6C1~~-7.002](#). The exceptions shall be under the jurisdiction of the President, or the appropriate Vice President as described in [subparagraph 2](#). below.

2. The Senior Vice Presidents for Academic Affairs, Agriculture and Natural Resources, and Health Affairs shall be responsible for implementing the Affirmative Action Plan and Regulations for faculty and graduate students in his [or](#)/her area of supervision and insuring that the Divisions, Colleges and units therein comply with same. Each Vice President shall appoint an Affirmative Action Officer for his [or](#)/her respective area.

(d) Affirmative Action Officers shall serve as liaison between the divisions, colleges, deans and/or directors, and assist the Vice President in matters concerning affirmative action. These officers shall also serve on the Affirmative Action Technical Committee (Vice Presidential level) which shall be chaired by the Director of University Equal Employment Opportunity Programs.

(e) Each Dean or Director shall appoint an Equal Opportunity Officer to serve as liaison between the Affirmative Action Officer for his [or](#)/her area and the units of his [or](#)/her division or college. Equal Opportunity Officers shall serve on Affirmative Action Technical Committees (college/division level) within each Vice Presidential area of responsibility, which shall be chaired by the Vice Presidential Affirmative Action Officer.

(f) The Institute of Food and Agricultural Sciences' Affirmative Action Officer shall be responsible for implementing the Affirmative Action Plan and Regulations for all units in the Institute. IFAS Directors and Department Chair ~~person~~^{men} shall be directly responsible to the Senior Vice President for Agriculture and Natural Resources for general administrative and personnel matters relating thereto. Employees of the Florida Cooperative Extension Service of IFAS shall be covered by a separate plan as required by the United States Department of Agriculture and the University's Affirmative Action Plan.

(g) Each department or unit shall devise a departmental plan consistent with the University's Affirmative Action Plan and Regulations. The department chair ~~person~~^{men} and/or unit administrators shall be responsible for implementing the plan in their respective areas.

~~Specific~~ Authority: BOG [Regulation 1.001](#) ~~Resolution dated January 7, 2003.~~

History--New 2-23-82, Formerly 6C1-1.061, Amended 3-2-87, 4-30-95, 3-17-09,
[Formerly 6C1-1.0061, Amended _____.](#)