



## 1.1.013 Equal Opportunity Employer/Educator

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<b>Subject</b>	Equal Opportunity Employer/Educator
<b>Effective Date</b>	December 1, 2018 (earliest available version)
<b>Revision Date</b>	January 1, 2024
<b>Approvals</b>	President
<b>Responsible Office</b>	Human Resources
<b>Owner/Creator(s)</b>	Human Resources

Milwaukee School of Engineering (MSOE) maintains its long standing as an Equal Opportunity Employer and Educator. Therefore, it is the policy of MSOE to provide equal employment opportunity to all individuals regardless of their race, ethnicity, color, creed, religion, sex, (including pregnancy and pregnancy-related disabilities), age, national origin/ancestry, arrest record, conviction record, physical or mental disability, military and veteran status, sexual orientation, gender identity, genetic characteristics, marital status, hairstyle, or any other characteristic protected by local, state or federal law (“Protected Characteristics”). This policy applies to all jobs at the University and to all the terms, benefits, privileges and conditions of employment/enrollment.

MSOE is committed to assuring that:

- All personnel actions and processes including recruiting, hiring, training, job assignment, promotion, tenure decision, transfer, demotion, termination, compensation, participation in workplace activities, and benefit and other employment-related programs or practices are provided to all persons on an equal opportunity basis without regard to their Protected Characteristics. Employment decisions are based on legitimate, job-related criteria and are made in compliance with the principles of equal opportunity.
- Employees may choose to voluntarily identify their sex and race/ethnicity at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions.
- Employees and applicants with disabilities are encouraged to inform Human Resources if they need a reasonable accommodation in the application process or to perform a job for which they are otherwise qualified. Students with disabilities should contact the Assistant Director of Student Services &

Coordinator of Accessibility Services if they require a reasonable accommodation in their course of study.

- MSOE makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the University's business. MSOE also makes reasonable accommodations for sincerely held religious beliefs.
- All student applicants and enrolled students will receive equal opportunities to its educational programs, policies, scholarships, loan programs, athletic and other institutionally administered programs.
- Employees, applicants, and students will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance evaluation or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by any federal, state or local law or regulation regarding Equal Employment Opportunity.
- MSOE is fully committed to the principles of equal opportunity. The Director of Human Resources serves as the Equal Employment Opportunity Officer for MSOE and has overall responsibility for assuring compliance of this policy. She has the full support of top management and the staff necessary to fully implement this policy. All managers, supervisors, employees, and members of the MSOE community are responsible for supporting the concepts of equal opportunity and assisting MSOE in meeting these objectives.

**I. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD**

[U.S. Equal Employment Opportunity Commission Federal Employment Laws](#)  
[U.S. Department of Justice OCR Educational Opportunities Discrimination](#)  
Higher Learning Commission (HLC) Core Component 1.C (April 2019)

**II. LIFECYCLE**

Reviewed annually in October

**III. APPENDICES**

None

<b>This section to be completed by the Records Manager</b>		
<b>Related Policies</b>	Title IX/Sexual Assault, Name Changes	
<b>Date Due for Review</b>	December 2024	
<b>Public Location(s)</b>	MSOE Policy Library; one-page employee handout without metadata	
<b>Record Manager</b>	Dr. Melodie Fox, Assistant VP of Curriculum & Knowledge Management	
<b>Version History</b>		
<b>Date approved</b>	<b>Amendment Summary</b>	<b>Date(s) cross locations updated and past version archived</b>
President: January 1, 2024	Added "hairstyle" to list of protected characteristics, minor wording, removed a reference to affirmative action	
President: January 1, 2023	Removed "disabled veterans" in favor of "Employees and applicants with disabilities. Removed list of specific legislation in favor of "any federal, state, or local law."	December 15, 2023
President: January 1, 2021	Removed "Affirmative Action" from the title and all references to affirmative action program.	February 13, 2023
President: December 1, 2020	Added arrest record and conviction record, changed "disclose" to "identify in Item C. Added HR Director's name. Changed duplicate policy number	December 2, 2021
President: December 4, 2019	Policy library template: added pregnancy and pregnancy-related disabilities, ancestry, arrest record, conviction record, named the group "protected characteristics." Replaced second listing of groups with "protected characteristics in the second paragraph.	November 24, 2020
President: December 1, 2018	Earliest available version	December 5, 2019