

# PURPOSE OF HR POLICIES

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

## I. POLICY STATEMENT

These Policies and Procedures are designed to establish equity and uniformity in all working conditions, rights, privileges, obligations, benefits, promotion, pay, discipline and all other employment matters. These Policies and Procedures will guide all departmental policies and employees are to be acquainted with these guides.

PLEASE NOTE: For purpose of succinctness, MASCULINE PRONOUNS are used throughout this Policies and Procedures manual. Unless the context clearly indicates the contrary, such masculine pronouns are intended to refer to both males and females.

### **Changes and Exceptions:**

The President of Northern Kentucky University with the approval of the Board of Regents may make changes and exceptions to these Policies and Procedures.

The Director of Human Resources will review these Policies and Procedures annually and recommend necessary or desirable changes to the President. Any employee may recommend changes to the Director of Human Resources at any time.

### **Affirmative Action/Equal Opportunity:**

Northern Kentucky University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality of work force and to foster an environment that embraces the broad range of human diversity.

The University is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status, is prohibited. The university will provide equal opportunity to all employees in regard to salaries, promotions, benefits and working conditions and will monitor these areas to ensure that any differences which may exist are the result of bona fide policies and procedures and are not the result of illegal discrimination.

### **The Americans with Disabilities Act (ADA):**

Northern Kentucky University is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The University prohibits discrimination against any student, employee, or applicant on the basis of physical or mental disability, or perceived disability. Northern Kentucky

University will provide reasonable and appropriate accommodations to enable employees and students to participate in the life of the campus community. Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability. Employee requests for accommodations must be initiated through the Office of Human Resources. Students requesting accommodations may contact the Office of Disability Services.

**Conflict of Interest:**

Northern Kentucky University seeks always to employ or promote the best qualified person for a position. Therefore, decisions on selection, salary, promotion and all matters pertaining to employment will be made without regard to the relationship of one employee of the university to another except that no person in a supervisory position can hire or supervise an employee who is related by blood or marriage.

Relatives by blood or marriage include parents and children, husbands and wives, brothers and sisters, brothers-and sisters-in-law, mothers- and fathers-in-law, sons- and daughters-in-law, uncles, aunts, nieces and nephews and step-relative in the same relationships.

**II. ENTITIES AFFECTED**

Faculty, Staff, and Students

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	