

# Oklahoma State University Policy and Procedures

**NONDISCRIMINATION, EQUAL OPPORTUNITY AND  
AFFIRMATIVE ACTION FOR  
ADMINISTRATIVE/PROFESSIONAL AND CLASSIFIED  
STAFF**

**3-0745  
ADMINISTRATION AND  
FINANCE Human  
Resources  
May 2004**

## PURPOSE AND SCOPE

1.01 Oklahoma State University is an equal opportunity and affirmative action employer, and as such, provides equal opportunity for employment and advancement of all employees without regard to race, creed, color, religion, national origin, sex, age, sexual orientation, qualified disability, or veterans' status.

## UNIVERSITY POLICY AND STATE LAW

2.01 It is the policy of the Oklahoma State University to select applicants for positions at the University on qualifications, merit, and professional capability alone without regard to race, creed, color, national origin, sex, age, religion, sexual orientation, qualified disability, or veterans' status as defined by law.

2.02 It is further the policy of the University to be in voluntary compliance with any and all applicable statutes, regulations, and executive orders as they pertain to equal opportunity and nondiscrimination regardless of whether such statutes, regulations, or executive orders be of federal or state origin.

### 2.03 Nepotism

A. Near relatives of the administrative/professional staff or Classified staff may be employed by the University in any department and in any position provided the level of training, experience and qualifications is commensurate with the needs of the position.

B. There shall be no restrictions of employment, salary, promotion, assignment, working conditions, or other factors based upon kinship. In instances where one member of the family is in a position to function as a judge or advocate in specific situations involving a member of the immediate family, it shall be the policy of the University that one shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave, etc.) to

the other(s). For the purpose of this policy, the immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.

2.04 Each employee of Oklahoma State University, by performing his/her assigned duties, contributes to the instructional, research and administrative activity of the University. Thus, the University subscribes to sustaining the dignity of the employee and endeavors to provide working conditions based on fair and equitable standards.

2.05 Any employee or group of employees has the right, without retaliation, to discuss with his/her supervisor(s), the Assistant Vice President of Human Resources, and/or the Director of Affirmative Action the terms of his/her employment or working conditions.

2.06 The Director of Affirmative Action is responsible for all matters relative to the University's Equal Employment Opportunity/Affirmative Action Program.

2.07 The Assistant Vice President of Human Resources is responsible for application, conformity, and coordination of the personnel policies and procedures and for developing recommendations in conjunction with the Director of Affirmative Action, when applicable.

2.08 Department supervisors are responsible for the administration and equal employment opportunity/affirmative action compliance of all personnel functions in conjunction with the Affirmative Action Plan, as they pertain to employees under their jurisdiction.

Adopted: July 1, 1970

Revised: November 1983

March 1987

May 2004