

MAY 17 2012

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**UCC Certified**

UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM

SECTION: General Administration

NUMBER: 01.D.05

AREA: Legal Affairs

SUBJECT: Equal Employment Opportunity

RECEIVED MAR 06 2012

1. PURPOSE

The University of Houston System recognizes the importance of and adheres to the practice of providing all applicants and employees with equal opportunity for, and equal treatment during, employment in compliance with state and federal laws. The System has developed this document to ~~ensure~~ provide recognition and implementation of this philosophy.

2. POLICY

It is the policy of the System that all applicants for employment as well as current employees at the component universities receive equal access to the application process and equal opportunity for, and equal treatment during, employment. The System is committed to the concept of equal employment opportunity as a necessary element of an employment process based on job-related factors and ~~not on extraneous factors~~ without regard to protected class status such as age, race, color, disability, religion, national origin, veteran's status, genetic information, sexual orientation, or sex (including pregnancy), except where such a distinction is required by law. Discrimination against any individual in any of these protected classifications with regard to recruitment, appointment, benefits, training, promotion, retention, discipline, termination or any other aspect of the terms, conditions and/or privileges of employment is prohibited. ~~Any prohibited discriminatory act with respect to the terms, conditions and/or privileges of employment on the basis of, or arising out of pregnancy is prohibited.~~ Each component university is responsible for ensuring compliance with all federal and state laws, regulations and guidelines.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Legal Affairs

Review: Every three years, on or before August 31

4. APPROVAL

Approved: Dona G. Hamilton  
Vice Chancellor for Legal Affairs

Jay Gogue  
Chancellor

Date: June 20, 2005

5. INDEXING TERMS

Discrimination  
Equal Employment Opportunity

**REVISION LOG**

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>05/11/1992</u>	<u>Initial version</u>
<u>2</u>	<u>06/20/2005</u>	<u>Applied revised SAM template to meet current documentation standards. Moved SAM 02.A.01 to SAM 01.D.05. Changed responsible party to General Counsel, and approval to VC for Legal Affairs</u>
<u>3</u>	<u>TBD</u>	<u>Applied revised SAM template and added new revision log. Completed revisions to Sections 1.0 and 2.0 to reflect current operating practices, including the addition of generic information, sexual orientation, and pregnancy to EEO factors. Removed Section 5.0, Index terms</u>