



EEO Counselor Briefing

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AGENDA

What is the Role of an EEO Counselor

Review of Laws and Policies

Resources

Summary

Your Role

- Serve as a contact and source of information on issues relating to equal access and equal opportunity
- Establish an open channel for employees to raise questions and discuss concerns
- Get answers to questions and on a very informal basis gain resolution to minor problems
- Serve as a bridge between employees (or applicants or county residents) and the administration to help guide them to the appropriate resources

Your Role

- Help increase awareness of area educators about our commitment to equal access and equal opportunity including the ADA and Civil Rights laws
- Conduct exit interviews with employees that voluntarily leave Extension
- Participate in EEO Counselor continued training on Civil Rights laws, equal access/equal opportunity, diversity training, etc.
- Keep complete records of interactions
- EEO counselors do not attempt to resolve formal complaints



United States Department of Agriculture

USDA Civil Rights Policy Statement:

All employees and customers of the USDA shall be free from reprisal or discrimination based on race, color, national origin, religion, sex gender identity (including expression), sexual orientation, disability, age, marital status, income derived from a public assistance, or political beliefs.

Purdue University Nondiscrimination Statement

Purdue University prohibits discrimination against any member of the University community on the basis of **race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.**

Laws and Policies

Title VII Of the Civil Rights Act

- Prohibits discrimination on the basis of race, color, religion, sex, and national origin
 - Allows people to file complaints

Title VI of the Civil Rights Act

- Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Laws and Policies

Equal Pay Act

- Prohibits sex-based wage discrimination between men and women in the same establishment who performs jobs that require substantially equal skill, effort and responsibility under similar working conditions
 - Except where such payment is made based on seniority, merit, quality/quantity, or differential based on any other factor other than gender

Age Discrimination in Employment Act (ADEA)

- Prohibits discrimination on the basis of age (individuals over the age of 40)
 - Lilly Ledbetter Act
 - Retention of documents that demonstrate how your wage decisions were made

Laws and Policies

Title IX of the Education Amendments Act

- Prohibits discrimination on the basis of sex under any education program or activity receiving federal financial assistance (must take immediate and effective steps to end sexual harassment and sexual violence and exploitation. Also related to gender equity.

Laws and Policies

Immigration Reform and Control Act

- Must be authorized to work in the United States
 - I-9 verification is required on the first day of employment

Laws and Policies

Americans with Disabilities Act (ADA and ADAAA)

- Intended to remove barriers that prevent qualified individuals with disabilities from enjoying the same opportunities that are afforded persons without disabilities
- People with a physical or mental impairment that **substantially limits** one or more major life activities, or has a **record** of such impairment or is **regarded** as having a disability
 - Must be able to perform the essential functions (primary duties performed) with or without accommodation
 - Person does not have to say the need an accommodation might just say they need help doing their job

Laws and Policies

Anti-Harassment Policy (III.C.I)

- Covers discrimination and Harassment
 - Complaint process: Investigator determines whether the respondent violated the policy
 - Informal Complaint
 - Us conflict resolution techniques to attempt to resolve the concern(s) brought forward
 - Formal Complaint
 - Formal investigation to reach an official determination as to whether a respondent(s) violated the policy
 - 120 calendar days to file

Laws and Policies

Amorous Relationship Policy (III.A.1)

- Disparity of Power
- Duty to report the existence
- Arrangements to sever the supervisory or evaluative relationship

Nepotism Policy (C-37) (Also Indiana State Law)

- Does not permit the employment of relatives-administrative supervision
 - Father, mother, brother, sister, aunt, husband, wife, son, daughter, niece, nephew, grandparent or by marriage

Laws and Policies

Violent Behavior (IV.A.3)

- A broad range of behaviors that generate reasonable concerns for personal safety, result in physical injury or result in damage to University Facilities. Violent behavior includes but is not limited to, aggressive or frightening acts, intimidation, threats, physical attacks or property damage.

Laws and Policies

Fair Labor Standards Act (FLSA) (Federal Law)

- Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards
- Workweek is fixed and regularly recurring period of 168 hours (seven consecutive 24-hour periods)
- Exempt vs Non-exempt
- Allows for compensatory time (not for Purdue employees)
- Meals and break periods

Laws and Policies

Family and Medical Leave Act (FMLA) (VI.E.1)

- Eligibility
 - Employed in a regular position 12 months/worked 1250 hours
 - Serious health condition or birth/adoption for employee or parent, spouse or child
 - 12 weeks of unpaid leave
 - Can be taken continuously, intermittently or as reduced schedule
- Job protected leave
 - Cannot discipline for missed time
 - Cannot retaliate

Laws and Policies

Purdue Leave Policies (C-45, C-46, VI.E.1, 2, 3)

- Vacation
- Sick leave
- Personal Business Days
- Jury/Witness Duty
- Bereavement
- Military
- Worker's Compensation
- Paid Parental Leave
- Unpaid Leave

Resources

<http://www.purdue.edu/policies/>

<http://www.purdue.edu/hr/>

http://www.purdue.edu/faculty_staff_handbook/

https://www.purdue.edu/ethics/policies/FosteringRespect_accessible.pdf

<https://www.purdue.edu/ethics/>

Anonymous Reporting Hotline

Welcome to Purdue University's Anonymous Reporting Line (Hotline)

Purdue University has selected The Network to provide a simple anonymous way to report suspected fraud, waste, or abuse of University assets, as well as, regulatory noncompliance. This service allows you to communicate anonymously and confidentially via Internet or telephone, 24 hours a day, 7 days a week. An anonymous reporting program has been in place since 2005, but this service will now be provided by The Network.

This type of program is an integral part of a healthy University environment. The University has financial and operating controls in place to provide reasonable assurance that fraudulent, illegal, or dishonest activity on the part of University faculty, staff, officers, or business contacts is prevented or detected, but the potential for inappropriate transactions and behavior still exists within the University, as it does in any organization. Purdue University is committed to handling reports submitted via The Network as promptly and discreetly as possible. If the information is not sufficient or detailed enough, it may not be possible to conduct an investigation. Individuals may choose to identify themselves and will not suffer any retaliatory action for reporting or inquiring in good faith. Please be aware that if you choose to disclose your identity, the University may not be able to protect your identity should a public records request be made or a subpoena issued.

**THE NETWORK IS NOT A 911
OR EMERGENCY SERVICE.**

Do not use this site to report events presenting an immediate threat to life or property. If you require emergency assistance, please contact your local authorities.

REPORTING OPTIONS

If you see or suspect unethical or illegal behavior, you may report your concerns anonymously to The Network for Purdue University, Purdue University Calumet (PUC), Purdue University North Central (PNC), Indiana University-Purdue University Fort Wayne (IPFW), College of Technology Statewide, Purdue Extension, Purdue Agriculture, and all other Purdue sites:

[File a Report Online](#)

Call toll-free 24 hours a day, 7 days a week:

1-866-818-2620 

After processing the report, The Network will provide the information to designated University officials for appropriate action. Reports submitted to The Network will be handled promptly and discreetly. Retaliation against any individual for making a good faith disclosure will not be tolerated.

[Local Reporting Options](#)

[What to Report](#)

Contact

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Summary

Know your role

Know the laws

Know the policies

Know your resources