



# **Affirmative Action Program For Women and Minorities**

Michigan Technological University

January 2020 – December 2020

**Affirmative Action Program  
Michigan Tech University**

As a federal contractor, Michigan Technological University is required to maintain an affirmative action program to retain eligibility for federal funds. Executive Order 11246 requires federal contractors to develop an affirmative action program, "a set of specific and result-oriented procedures to which a contractor commits itself to apply every good faith effort." The objective of this program is equal employment opportunity.

The Affirmative Action Program for Michigan Technological University is dated January 1, 2020 to December 31, 2020. The program is prepared by Brenda Anttila and Valerie Holzberger, Institutional Equity. The program is implemented by Beth Lunde-Stockero, Equal Opportunity Officer. The program is read and approved by Richard Koubek, President.

---

Richard Koubek  
President

---

Beth Lunde-Stockero  
Equal Opportunity Officer

**Table of Contents: Affirmative Action Program for Females and Minorities (Exec Order 11246)**

Statement of Intent ..... 1

Equal Opportunity ..... 2

Dissemination of the Policy ..... 3

Designation of Responsibility (41 CFR 60-2.17 (a))..... 4

Selection, Recruitment, and other Personnel Procedures (41 CFR 60-2.17(b)(4))..... 4

Internal Audit and Reporting Systems (41 CFR 60-2.17(d))..... 6

Compliance with the Gender Discrimination Guidelines (41 CFR 60-20) ..... 7

Availability of this Document ..... 8

Religion and National Origin..... 9

    Equal Opportunity Clause (41 CFR 60-50.2(a))..... 9

    Accommodation to religious observance and practices (41 CFR 60-50.3)..... 9

**Female and Minority Reports**

- Workforce Analysis (41 CFR 60-2.11)
- Job Group Analysis (41 CFR 60-2.12)
- Availability Analysis (41 CFR 60-2.14)
- Placement Goals (41 CFR 60-2.16)

## STATEMENT OF INTENT

The foregoing represents the Affirmative Action Program of Michigan Technological University for the program year beginning January 1, 2020. This statement affirms that all resources available will be mobilized for a good faith effort toward attaining the goals indicated.

---

Richard Koubek, President

NOTE: Any portion of the Affirmative Action Program is subject to revision to meet deficiencies found or special recommendations made by the Contracts Compliance Specialist during the course of a Compliance Review. Any complaints regarding the Affirmative Action Plan may be filed with the Office of Federal Contract Compliance Programs.

January 1, 2020

### **Equal Opportunity**

In keeping with its responsibilities as an educational institution, Michigan Technological University is committed to a policy of affording equal opportunity to all of its employees, students, applicants for employment and applicants for admission without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. The University is also committed to a policy of educating and employing individuals with disabilities and veterans without discrimination. These policies are to be implemented with due regard for the relative qualifications of all involved.

This policy is applicable to any personnel activity or action including recruiting, selection, hiring, placement, formal and informal training (such as on-the-job training, co-op programs, and management training programs), seniority listings, transfers, promotion, layoff, recall, and termination.

Similarly, all salaries, wages, benefits, and social or recreational programs will be administered in conformity with this policy.

This policy also applies to students, residents, guests and other educational activities.

Responsibility for maintaining an audit and preparing reports relating to the University's Equal Employment Opportunity and Affirmative Action Program is assigned to Beth Lunde-Stockero, Equal Opportunity Officer. She reports directly to me and will discuss the Affirmative Action Program progress and problem areas.

My personal commitment to this policy is complete. It is my deliberate intention that my actions and decisions will support the spirit of this policy and program. It is incumbent upon every employee to do the same.

---

Richard Koubek, President

## **Females and Minorities**

Pursuant to Executive Order 11246, as amended, an Affirmative Action Program has been prepared for this facility. It contains goals, and actions that relate to equal opportunity in all personnel actions. To avail yourself of the benefits of this program, you are urged to contact your supervisor and the Equal Opportunity Officer.

### **Dissemination of the Policy**

#### **Internal**

Michigan Technological University's policy on equal opportunity is printed in the Board of Trustees Policy Manual. The policy is available to all employees through its publication on the University's website.

Stationery and publications of the University include the statement "Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities". The daily publication, Tech Today, contains the same statement in the job opening section throughout the year.

The University indicates that it is an EEO employer in all newspaper and digital advertisements and required EEO signs are posted on appropriate bulletin boards and on the University's website.

The union contract covering the bargaining unit employees contains a statement recognizing the equal employment opportunity/affirmative action commitment of the University.

The EEO policy is communicated to managers and supervisors by means of face-to-face counseling as needed and by means of group meetings.

Both minorities and non-minorities are shown in articles, newsletters, orientation booklets, and in various other publications.

All new employees are given notice of the Equal Employment, Prohibition of Discrimination or Harassment, and Discrimination Based on Sex Policy during orientation.

The University website indicates "Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities".

#### **External**

The equal opportunity clause appears in all contracts and purchase orders as required.

The University's commitment to equal employment opportunity is included in all vacancy announcements and advertisements.

The University will furnish all information and reports required by Executive Order 11246 whenever requested.

Sub-contractors, vendors, and suppliers are notified of their reporting obligations under Executive Order 11246.

Both minorities and non-minorities are pictured in outside publications.

## **Designation of Responsibility**

Responsibility for the Michigan Technological University EEO policy and supportive programs rests with the President who has delegated the responsibility for the enforcement of the policy to the Equal Opportunity Officer, who reports directly to the President.

The Equal Opportunity Officer's duties shall include but not be limited to the following:

1. Developing policy statements, affirmative action programs internal and external communication techniques.
2. Assisting line management in arriving at solutions to problems.
3. Designing and implementing audit and reporting systems that will:
  - a. Measure effectiveness of the EEO program.
  - b. Indicate need for remedial action.
  - c. Determine the degree to which goals and objectives have been attained.
4. Serving as liaison between the University and enforcement agencies, minority organizations, and community action groups.
5. Keeping the President informed of latest developments in the entire equal opportunity area.
6. Assisting in the identification of problem areas and establishment of local and unit goals and objectives.
7. Responding to the annual audit of hiring and promotion patterns, and analyzing patterns to identify and remove impediments to the attainment of goals and objectives.
8. Confering with department heads, deans, and directors to assure that policies are being followed on an annual basis.
9. Reviewing the qualifications of all employees to ensure protected class individuals are given full opportunities for transfers and promotions, even to the extent of career counseling where appropriate.
10. Continually auditing to ensure that the University is in compliance in areas such as:
  - a. Posters properly displayed.
  - b. All facilities desegregated both in policy and in use.
  - c. Protected class employees afforded a full opportunity and encouraged to participate in all University education, training, recreational, and social activities.
11. Notifying supervisors that their work performance is being evaluated annually on the basis of their equal employment opportunity efforts and results, as well as other criteria. Department heads must assist the Equal Opportunity Officer to identify problem areas, and ensure that their managers and supervisors are taking action to prevent harassment of employees placed through affirmative action.

## **Selection, Recruitment, and other Personnel Procedures**

### **Recruitment/Hiring Process**

Appropriate approvals from the responsible hiring and administrative personnel are required before initiating a hire.

All employees on search committees must complete certification training in order to be eligible to participate on a search committee. Committee members review recruiting procedures to ensure equal opportunity in hiring practices. We encourage all search committee makeup to be diverse. Committees are reviewed by Institutional Equity for diversity.

Job descriptions are reviewed and revised, if necessary, prior to posting to make sure education, experience, skills, etc. are consistent with requirements of the job. All advertisements must contain the EEO statement – "Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities."

Positions are posted in Tech Today, Michigan Tech's Employment website, Michigan Works, and the Keweenaw Bay Indian Tribal Council. MTU will place job opportunity announcements on its website, local newspapers, journals, etc. when appropriate. EEO language is included in all employment advertisements.

The University will continue to provide information regarding job openings to the public, including protected class members. Females and minorities will be considered for all positions for which they are qualified.

Institutional Equity reviews/monitors the hire process to ensure there are no discriminatory actions. All applicants must have a reason for non-selection.

Interview questions must be asked consistently and approved by Human Resources.

All supervisors will continue to be made aware of the affirmative action and equal employment opportunity guidelines and the need for identification of promotable females and minorities.

Michigan Tech uses an online recruitment application system (PeopleAdmin). This allows the tracking of advertising sources and voluntary self-disclosure.

The Partner Engagement Program was created to help faculty spouses/partners gain knowledge about career opportunities at Michigan Tech.

Michigan Tech has an Early Preview of job postings (48 hour hold). All non-union positions will be posted to the internal 48 hour hold for specified groups (Veterans, Partner Engagement, Layoff pool) prior to regular posting.

MTU will continue to providing part-time employment to students and to provide part-time and temporary work to local work force.

### **Job Advancement**

All employees are given an opportunity for promotion and transfer.

All decisions regarding promotions, transfers, layoffs, and recalls are made without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status, disability, or veteran status.

Promotions and lateral transfers within the bargaining unit are made following contract specifications.

Contract provisions apply when bargaining unit employees are laid off. Temporary, probationary and seniority employees are laid off in that order provided seniority employees have current ability to satisfactorily perform the work. Employees displaced or laid off shall be recalled to their former position or lower pay grade, in the order of their seniority provided they have the ability to do the work.

### **Professional Development**

Professional Development programs are offered by Michigan Technological University for different specific classes of employees, e.g. management programs, professional development for faculty. Training involves special institutes, seminars, business courses, etc. Department heads may send their employees to specialized training sessions and seminars on or off campus.

The University will continue and expand training programs to encourage all employees, especially minorities and females, to upgrade and qualify for promotion opportunities.

Various types of training are available to employees through or with the support of the University.



The University pays costs for outside training programs, which the employee attends at the request of the University. These programs are usually held out of town and involve registration, travel, and lodging costs.

Both exempt and non-exempt employees are also eligible to take University courses, generally without charge, pursuant to the Employee Education Program.

### **Observations of University Sponsored Social and Recreational Activities**

Social and recreational activities are open to all employees and are attended by all interested employees, including females and minorities.

### **Support of Community Action Agencies**

Key university employees sit on the public boards, councils, various church boards, crisis center coalitions and many employees are involved in other local, state, and national civic affairs. Community members are invited to participate on Michigan Tech committees.

Within the confines of its position as a public institution, the University renders assistance and support for local, state, and national action agencies. There is a reduced tuition rate for senior citizens. The Division of Education and Public Services assists in providing programs for young and old of the community.

### **Internal Audit and Reporting Systems**

The University's Audit and Reporting System has been designed to:

1. Measure the effectiveness of the program.
2. Indicate those areas where remedial action is needed.
3. Determine the degree to which the facility's goals and objectives have been obtained.

Design and implementation of internal audit and reporting systems to measure effectiveness of the total program is evidenced through the following:

1. Identification of race, gender, veteran, disability of all applicants, hires, and candidates for promotion/transfer and termination/lay-off/recall is provided by activity logs reflecting at least the following:
  - a. Applicant Flow Log: name, race, gender, veteran, disability, employment applied for, job group, EEO-6 category, whether interviewed and date of job posting, and disposition;
  - b. Hire Log: name, race, gender, veteran, disability, date of hire, department hired into, position hired for, job group, EEO-6 category, and rate of pay at time of hire;
  - c. Promotion/Transfer Log: name, race, gender, veteran, disability, date of promotion/transfer, old department, position promoted/transferred from, job group, EEO-6 category of old job, rate of pay of old job, new department, position promoted/transferred to, job group, EEO-6 category and new rate of pay;
  - d. Termination/Lay-Off/Recall Log: name, race, gender, veteran, disability, date of hire, date of termination/lay-off/recall, department terminated/laid-off from, position recalled to, job group, EEO-6 category and reason for termination.
2. The Office of Institutional Equity summarizes all of the personnel activities such as: applicant flow, hires, promotions to/within, transfers from, terminations/lay-off/recalls by job group indicating total, total males, and total females, and total minority males and total minority females by each minority group.

3. The Office of Institutional Equity performs an analysis that will measure, by job group, the success rates of minorities and females and compare them to the success rates of non-minorities and males. Where applicable the 80% rule is applied. Any minority and/or female success rates which do not compare favorably to the success rates of non-minorities and males are assessed to determine the reason(s) and steps are taken to eliminate any criteria in the recruitment, selection, and placement functions which inappropriately and/or adversely affects one group more than the other.
4. A progress report is generated which indicates, by job group, at least the goal established, total actual placements (hires and promotions to) and total minority and female placements for the prior AAP period year and current AAP period year to date. Progress or lack thereof is analyzed and addressed at least semi-annually for internal purposes. Where there is lack of progress, all good faith efforts are explained. Results of the analysis and potential problems are carefully reviewed and any necessary remedies are addressed.
5. The progress report is submitted to the President with remedies to solve problems or potential problems.

The President is ultimately responsible to correct the problems. We conclude that our system complies with the internal audit and reporting requirements.

### **Compliance with the Gender Discrimination Guidelines**

The University does not specify gender in hiring for any jobs. Advertising does not indicate a gender preference.

University policy expressly states that there shall be no discrimination because of gender, sexual orientation or gender identity.

All employees have an equal opportunity to perform any job they are qualified to perform. There is no distinction based upon gender in employment opportunities, wages, hours, or any other condition of employment. All fringe benefits are equal for men and for women.

There is no distinction made between married and unmarried persons of one gender while not making such a distinction for the other gender.

The University does not distinguish between a parent of young children for one gender and not for the other gender.

Appropriate and comparable physical facilities are provided for both genders.

The University does not discriminate on the basis of pregnancy, childbirth, or related medical conditions. The University follows the Family and Medical Leave Act of 1993 (FMLA). The FMLA provides eligible employees up to 12 weeks of unpaid job protected leave in a 12 month period with continuation of group health insurance for a specified family event or qualifying exigency. The University has a Parental Leave Benefit to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional and home obligations.

There are no different retirement ages for males and females.

The University's wage schedules are not based upon or related to the gender of the employee in any way.

Neither females nor males are restricted to specific job classifications. There are no areas that may be considered "female" or "male" jobs.

There are no regular, standardized management training programs at the University. However, supervisory training programs have been presented and employees are frequently sent to seminars and training sessions. Females are equally eligible for these seminars and training sessions.

**Availability of this Document**

The full affirmative action program shall be available to any employee or applicant for employment for inspection upon request. Contact Institutional Equity at 487-3310, email [equity@mtu.edu](mailto:equity@mtu.edu). The written AAP is also posted on Institutional Equity's website: [mtu.edu/equity/equal-opportunity/resources](http://mtu.edu/equity/equal-opportunity/resources).

## **Religion and National Origin**

### **Equal Opportunity Clause**

Michigan Technological University affirms that there is no discrimination against employees or applicants for employment because of religion or national origin and that employees are treated fairly during employment, without regard to their religion or national origin. Such action includes, but is not limited to: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other compensation, and selection for training.

We make every effort to maintain ongoing communication with all of our personnel regarding the University's commitment to equal employment opportunities regardless of religion or national origin.

### **Accommodation to religious observance and practices**

Reasonable accommodations to the religious observances and practices of employees or prospective employees will be made, unless doing so would result in undue hardship. In determining whether undue hardship exists, factors such as the cost to the University and the impact on the rights of other employees would be considered.