Policy *100* Version1 *8/24/2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 100 EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? xxx[ ]  Yes [ ]  No
* Describe change: Effective August 1, 2015, the State Board of Higher Education changed SBHE Policy 603.2 per changes to N.D.C.C. § 14-02.4-03 (2). Changes have been made to NDSU Policy 100 to match their policy.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted HR and Payroll/Equal Opportunity Colette Erickson/Lois Christianson 08/24/2015
* Email address of the person who should be contacted with revisions Colette.erickson@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual**

**SECTION 100
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

SOURCE: NDSU President
SBHE Policy Manual, Section 603.2

North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to age, color, disability, gender expression/identity, genetic information, marital status, national origin, physical and mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

Discrimination against an employee or applicant for employment, with respect to working conditions, work place assignment, or other privileges of employment, merely because the employee’s or applicant’s spouse is also an employee is prohibited. This prohibition does not apply to employment of the spouse of a person who has the power to hire or fire, or make evaluations of performance, with respect to the person involved. Employment in a department or institution headed or supervised by the employee’s spouse is permitted only if the spouse does not have the power to hire or fire or make evaluations of performance.

The following notice must be included in all departmental publication such as bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms or recruitment materials describing or inviting participation in programs at North Dakota State University. (This notice is not required on departmental homepages.)

Non-Discrimination Policy:

North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, physical and mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to:

Equal Opportunity Specialist
Old Main 201
701-231-7708

Title IX/ADA Coordinator
Old Main 102
701-231-6409

HISTORY:

New May 1972
Amended April 2, 1991
Amended April 1992
Amended August 1993
Amended August 1999
Amended February 2005
Amended December 2007
Amended June 12 2009
Amended July 8, 2009
Housekeeping September 2009
Amended June 1, 2011
Housekeeping June 22, 2011
Housekeeping July 23, 2014