

Chancellor's Memorandum

CM-10 – Equal Employment Opportunity Policy Statement

Initially Issued: October 29, 2018

Last Revised: July 25, 2022

I. PURPOSE

The Louisiana State University Health Sciences Center New Orleans (“LSUHSC-NO”) affirms its commitment to equal employment opportunity in the recruitment, hiring, transfer, promotion, and other terms or conditions of employment without regard to race, color, ethnicity, national origin, sex (including pregnancy, sexual orientation, or gender identity/expression), age (over 40), spirituality, socio-economic status, disability, genetic information, family status, protected veteran’s status, experiences, opinions or any aspect of one’s social identity or other non-merit factor which cannot lawfully be used as the basis for an employment decision.

The execution of this policy requires vigorous efforts (1) to identify and attract qualified applicants of all employment levels at LSUHSC-NO from historically underrepresented groups, (2) to ensure that all applicants receive fair consideration for employment and (3) to ensure that all employees are treated fairly in all employment actions including but not limited to: recruitment or recruitment advertising, hiring, promotion, demotion, transfer, layoff, furlough, termination, rates of pay and other forms of compensation, training, tenure, and other employment practices.

II. POLICY GUIDELINES & COMPLAINT PROCEDURES

1. All LSUHSC-NO schools and department shall follow all recruiting and hiring guidelines as described in LSU’s Permanent Memorandum (PM) 55 Equal Opportunity Policy (<https://www.lsu.edu/administration/policies/pmfiles/pm-55.pdf>)
2. Any member of the LSUHSC-NO community who believes they have been subjected to discrimination and/or harassment in violation of this policy has a right to report the conduct to any LSUHSC-NO official, supervisor, the Human Resource Management (“HRM”) office, or the HRM Employee Relations Manager, who has primary responsibility for managing complaints pursuant to this policy and who may be contacted at LSUHSC Resource Center 6th Floor, 433 Bolivar Street, New Orleans, LA 70112, Phone: 504-568-5798 or email.
3. No individual is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the alleged discriminatory/harassing conduct.
4. No employee, student, witness or other participant or other individual who complains of alleged discrimination and/or harassment in violation of this policy, or who participates in an investigation of such a complaint, shall be subject to retaliation in any form and any such retaliatory action is expressly prohibited.

5. Any individual who receives a complaint of alleged discrimination and/or harassment in violation of this policy, or who becomes aware of a possible violation of this policy, shall immediately notify the HRM Employee Relations Manager for advice and assistance in responding to the complaint.
6. Administrative heads of all divisions and departments who have responsibility for recruitment, appointment, employment, and evaluation of faculty and staff are responsible for implementing this policy in their areas of responsibility and for cooperating fully with the HRM Employee Relations Manager in all matters related to this policy.
7. The complainant and the individual who is the subject of the complaint will be notified about its resolution. Information gathered during the course of investigation and regarding the complaint will be treated as confidentially as possible and disclosed only on a need-to-know basis or to the extent as required by law.
8. The HRM Employee Relations Manager shall report their findings regarding the complaint and recommendations for further action, if any, to the Chancellor or his designee.
9. Substantiated violations of this policy will result in appropriate discipline or corrective action, up to and including termination.

III. REFERENCES

[Permanent Memoranda \(PM\)-55 Equal Opportunity Policy](#)