Chancellor’s Memorandum
CM-10 – Equal Employment Opportunity Policy Statement

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students
From: LSU Health Sciences Center New Orleans Chancellor

Effective Date: July 15, 2021
This memorandum supersedes CM-10 dated October 29, 2018

PURPOSE

The Louisiana State University Health Sciences Center New Orleans ("LSUHSC-NO") reaffirms its commitment to Equal Employment Opportunity policies and procedures 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. Any discriminatory action can be cause for disciplinary action, up to and including termination. Additionally, retaliation against any individual for having complained about discrimination on the basis of any protected status described above or participating in the investigation of such a claim is expressly prohibited.

The equal employment policy has been carried out through the development and maintenance of Affirmative Action plans on the LSUHSC-NO campus. The execution of this policy requires vigorous efforts to identify and attract qualified applicants from groups underutilized at all levels in LSUHSC-NO. The policy further insures that all applicants receive fair consideration for employment and that all employees are treated fairly. Such action shall include, but not be limited to, the following: employment; promotion or upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training; and tenure.

The Human Resource Management’s ("HRM") Employee Relations Manager has been designated to have primary responsibility for implementing the equal opportunity policy at LSUHSC-NO. Administrative heads of all divisions and departments who have responsibility for recruitment, appointment, employment, and evaluation of faculty and staff are charged with seeing that the plan is successfully implemented and for cooperating fully with the official who has primary responsibility.

COMPLAINT PROCEDURE

A. Any member of the LSUHSC-NO community who believes that he or she has 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, or Human Resource Management. No student or employee is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the problematic conduct.

B. Any individual who receives a complaint or becomes aware of a possible violation of this policy will immediately notify the HRM Employee Relations Manager, to obtain advice and assistance in responding to the complaint.
The HRM Employee Relations Manager can be reached at:

LSUHSC-NO
Human Resource Management
Resource Center
433 Bolivar Street
New Orleans, LA 70112
Phone: 504-568-5798

C. The complainant and the individual who is the subject of the complaint will be notified about its resolution. Information obtained regarding the complaint will be treated as confidentially as possible with only those with a need to know being informed of the complaint or to the extent as required by law.

E. The Employee Relations Manager, in coordination with the Chief of Staff, shall report his/her findings and recommendations to the Chancellor, or his designee.

F. Substantiated violations of this policy will result in appropriate discipline, up to and including termination or other corrective action.

RECRUITMENT/HIRING GUIDELINES

All LSUHSC-NO schools and department shall follow all recruiting and hiring guidelines described in LSU's Permanent Memorandum (PM) 55 shall be followed.

Signed: Larry H. Hollier, M.D., Chancellor