



## 08.01.01 Civil Rights Compliance

Approved March 3, 2009  
Next Scheduled Review: March 3, 2011

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### Regulation Statement

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The Texas A&M University System (system) will provide equal opportunity to all employees, students, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, or veteran status.

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### Reason for Regulation

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This regulation provides guidance in complying with local, state, and federal civil rights laws and regulations.

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### Procedures and Responsibilities

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#### 1. RESPONSIBILITIES OF SYSTEM MEMBERS

- 1.1 The chief executive officer (CEO) of each system member has the primary responsibility for ensuring compliance with civil rights laws and regulations, including but not limited to the prohibition of discrimination, sexual harassment, and related retaliation based on race, color, religion, sex, national origin, disability, age, or veteran status.
- 1.2 The CEO shall designate a contact person(s) responsible for overseeing its civil rights protections program. This person(s) will ensure that all allegations of discrimination, sexual harassment, and related retaliation are promptly and thoroughly investigated. The designee will periodically follow up on situations in which illegal discrimination, sexual harassment, or related retaliation is found to ensure that the situation does not reoccur.

#### 2. RESPONSIBILITIES OF ALL EMPLOYEES

- 2.1 All employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment, and related retaliation. When alleged or suspected discrimination, sexual harassment, or retaliation is experienced or observed by, or made known to, an employee, the employee is responsible for reporting that information as outlined in Sections 4.1, 4.2, and 4.3.

- 2.2 All employees and students are to cooperate fully with those performing an investigation pursuant to this regulation. Retaliatory action of any kind is prohibited when taken against a complainant, witness, or other person participating in a discrimination, sexual harassment, or related retaliation investigation, complaint, hearing, or suit.
- 2.3 Reports of suspected discrimination, sexual harassment, or retaliation must be based on reasonable, factual information rather than speculative information or rumor, and contain as much specific information as possible to allow for proper assessment of the nature, extent, and urgency of preliminary investigative procedures. Employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, sexual harassment, or related retaliation under this regulation may be disciplined, up to and including dismissal.
- 2.4 All employees are responsible for complying with state law requiring system training on equal opportunity and nondiscrimination within thirty (30) days of hire and every two (2) years thereafter.

### 3. RESPONSIBILITIES OF THE DIRECTOR OF EQUAL OPPORTUNITY AND DIVERSITY

- 3.1 The system director of equal opportunity and diversity (EOD) will serve as the liaison between the system members and any local, state, or federal agency investigating a charge or complaint of discrimination, sexual harassment, or related retaliation.
- 3.2 In coordination with the Office of General Counsel, the EOD director will provide general guidance on the implementation of civil rights protections and compliance with civil rights laws and regulations.
- 3.3 The EOD director is responsible for the coordination and/or all reporting requirements related to equal opportunity and affirmative action for the system and its members.

### 4. PROCEDURES

- 4.1 Any system employee or student who believes that he or she has been subjected to discrimination, sexual harassment, and/or related retaliation should promptly report the incident(s) to his or her supervisor or a system member official, administrator, or other designee identified in the member's applicable rule and/or procedures. A third party (including, but not limited to, anyone receiving services from the member, vendors, and private business associates) should promptly report the incident(s) involving a system employee to the member's human resources office or other office designated to receive such complaints. A system employee's or student's complaint alleging discrimination, sexual harassment, and/or related retaliation in connection with discipline and/or dismissal must be filed within seven (7) business days of the action that caused the complaint, or it will be deemed untimely filed and dismissed. A system employee's or student's complaint alleging discrimination, sexual harassment, and/or related retaliation unrelated to discipline and/or dismissal must be filed within sixty (60) calendar days of the most recent incident.
- 4.2 An employee or student is not required to report discrimination, sexual harassment, or related retaliation to a direct supervisor or to the alleged offender. The alleged offense

may instead be reported to another member official, administrator, supervisor, or other designee identified in the member's applicable rule and/or procedures.

- 4.3 Each system member must develop and publicly display a rule for the receipt, investigation, and resolution of discrimination, sexual harassment, or related retaliation complaints. The time frame for forwarding the complaint to the investigative authority shall be the period specified in Section 3.3 of System Regulation *32.01.02, Complaint and Appeal Process for Nonfaculty Employees*. The time frame for reviewing and investigating the complaint shall be the period specified in Section 3.5 of System Regulation *32.01.02*, unless unusual circumstances require more time.
- 4.4 The filing of a discrimination, sexual harassment, or related retaliation complaint will not stop, delay, or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a complainant who is not performing at acceptable levels or standards or who has violated system policies, regulations, or system member rules.
- 4.5 Any employee disciplined pursuant to this regulation may appeal that action in accordance with System Policy *32.01, Employee Complaint and Appeal Procedures*, System Policy *12.01, Academic Freedom, Responsibility and Tenure*, System Regulation *32.01.02, Complaint and Appeal Process for Non-Faculty Members*, and/or other rules and procedures as appropriate. Any student disciplined pursuant to this regulation may appeal the action in accordance with the system member rule and/or procedures for student grievances.
- 4.6 System members will post all advertising-required job openings with the Texas Workforce Commission. All employment vacancy announcements will affirm equal employment opportunity. Purchase orders, bid requests, and other such documents sent to suppliers, contractors, and subcontractors should contain an appropriate statement to conform to affirmative action requirements and the system's historically underutilized businesses program.

## 5. DISABILITIES

- 5.1 The system will not discriminate against a qualified individual on the basis of disability in such matters as job application procedures; hiring, advancement or discharge practices; compensation; job training; or other terms, conditions and privileges of employment. Further, no individual will be excluded from participation in, or be denied the benefit of, or be subjected to discrimination based on disability under any system program or activity.
- 5.2 System members may not ask any disability-related question or require any medical examination before an offer of employment has been made. Members may state the physical requirements of a job and ask if an applicant can satisfy those requirements with or without a reasonable accommodation. Members may also ask applicants to describe or demonstrate how they would perform job tasks, as long as all applicants in the job category are asked to do this. However, when a member can reasonably believe that an applicant will not be able to perform a job function because of an obvious or a voluntarily disclosed disability, that applicant can be asked to describe or demonstrate how he or she would perform job tasks, without the member having to ask all applicants to do so.

- 5.3 A medical examination may be required after an offer of employment has been made and prior to commencement of employment duties, if all persons offered the position are required to have the examination. An offer of employment may be conditioned on the results of such an examination.
- 5.4 System members will provide reasonable accommodations to qualified individuals with a disability under the provisions of this regulation. Applicants extended an offer of employment and employees who request an accommodation are responsible for obtaining a medical statement that contains a diagnosis, prognosis, and the major life function that is substantially limited. This medical statement should include an evaluation as to the effect that the impairment has on the employee's or prospective employee's ability to perform the duties associated with the position. All medical information will be treated as confidential and will be kept in a separate file from other personnel records.
- 5.5 It may be a defense to a charge of discrimination that an alleged application of qualification standards, tests, or selection criteria that screen out or tend to screen out or otherwise deny a job or benefit to an individual with a disability has been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation. The term "qualification standards" may include a requirement that an individual shall not pose a direct threat to the health or safety of other individuals in the workplace.

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## **Related Statutes, Policies, or Requirements**

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[The Equal Pay Act of 1963](#)

[Title VII of The Civil Rights Act of 1964, as amended](#)

[The Age Discrimination in Employment Act of 1967](#)

[Title IX of The Education Amendments of 1972](#)

[The Rehabilitation Act Amendments of 1973, as amended](#)

[The Americans with Disabilities Act of 1990, as amended](#)

[Executive Order 11246, as amended](#)

[Texas Labor Code, Chapter 21, Employment Discrimination](#)

This new Regulation supersedes:

System Regulation 33.02.01, *EEO and Affirmative Action Programs*

System Regulation 33.02.02, *Compliance with Employment Provisions of the Americans with Disabilities Act*

System Regulation 34.01.01, *Sexual Harassment*

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## DEFINITIONS

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Disability – The term “disability” means, with respect to an individual,

- (a) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (b) a record of such impairment; or
- (c) being regarded as having such an impairment.

Major Life Activities – Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Qualified Individual with a Disability – A qualified individual with a disability means an individual with a disability who, with or without reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable Accommodations – Reasonable accommodations may include making existing facilities used by employees, students, and the public readily accessible to and usable by individuals with disabilities; job restructuring, part-time or modified work schedules; reassignment to a vacant position, acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials, or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.

Regarded as Having a Disability - The individual establishes that he or she has been subjected to an action prohibited under this regulation because of an actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity. However, this will not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

Sexual Harassment – Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work environment.

Undue Hardship - Undue hardship means an action requiring significant difficulty or expense, when considered in light of the following factors:

- (a) The nature and cost of the accommodation;

- (b) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility, effect on expenses and resources; or the impact otherwise of such accommodation upon the operation of the facility;
- (c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and
- (d) The type of operation or operations of the covered entity, including the composition, structure, and functions of the workforce of such entity; the geographic separateness, administrative, or fiscal relationship of the facility or facilities in question to the covered entity.

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## **Contact Office**

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System Equal Opportunity and Diversity  
(979) 458-6203