


<i>Affirmative Action in Employment</i>	PENNSTATE HERSCHEY  Milton S. Hershey Medical Center
Penn State Hershey Medical Center – Human Resources Manual	Policy Number: HR05
Replaces: HR10 Affirmative Action in Employment	
Authorized by: <i>Charles V. Wilson, Chief Human Resources Officer</i>	
Approved by: <i>Charles V. Wilson, Chief Human Resources Officer</i>	

PURPOSE

To specify terms and conditions under which Penn State Hershey Medical Center’s (PSHMC) policy of equal employment opportunity through affirmative action shall be implemented and identifying responsibility and accountability for actions in support of a positive program to meet legal and moral commitments as outlined in the Affirmative Action Plan.

POLICY

It is the policy of Penn State Hershey Medical Center to provide equal opportunity in all terms and conditions of employment, for all persons, as described in Penn State Hershey Medical Center’s Affirmative Action Plan and Fair Employment Practices Policy. The intent of this policy is to prohibit discrimination (including sexual harassment) and to promote the full realization of equal employment opportunity through a continuing affirmative program in each administrative unit outlined in the Plan. This policy of equal opportunity applies to, and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees and applicants for employment at Penn State Hershey Medical Center.

PROCEDURE

The head of each administrative unit identified in the Affirmative Action Plan, and sub-units as identified by the Human Resources Office, shall be responsible for working with the Director of Diversity, Inclusion, and Employment Equity and his/her staff in implementing the requirements of the Plan. It is the responsibility of each unit head to provide sufficient resources to administer such a program in a positive and effective manner; assure that recruitment activities reach appropriate sources of job candidates; provide reasonable opportunities to employees to enhance their skills so they may perform at their highest potential and advance in accordance with their abilities; provide training and advice to managers and supervisors to assure their understanding and implementation of Penn State Hershey Medical Center’s policy of Equal Opportunity and the Affirmative Action Plan; and provide for a system within the unit for periodically evaluating the effectiveness with which the Plan is being carried out. Compliance with the intent of Penn State Hershey Medical Center Policy and the Affirmative Action Plan shall be part of the acceptable standards of performance for all employees.

LEADERSHIP/GUIDANCE

The Human Resources Office and the Office of Diversity, Inclusion, and Employment Equity shall provide leadership and guidance to administrative units in the conduct of their programs affecting employees and applicants for employment. The Human Resources Office and Office of Diversity, Inclusion, and Employment Equity shall review and evaluate administrative unit program operations periodically, obtain such reports as deemed necessary, and report to the Executive Director as appropriate on overall progress.

The Human Resources Office and Office of Diversity, Inclusion, and Employment Equity will consult from time to time with such individuals, groups, or organizations and will provide assistance in improving Penn State Hershey Medical Center's program and realizing the objectives of the Plan.

RESOLUTION OF COMPLAINTS

Penn State Hershey Medical Center shall provide for the prompt, fair, and impartial consideration of all complaints of discrimination in employment, including sexual harassment, in violation of the Fair Employment Practices policy. Each administrative unit shall provide access to counseling of employees who feel aggrieved and shall encourage the resolution of employee problems on an informal basis. Procedures for the consideration of complaints shall include at least one impartial review within the administrative unit and shall provide for appeal as outlined in the Conflict Resolution Process.

Additionally, any employee who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Building
Harrisburg, Pa 17105

Pa Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front Street, 5th Floor
Harrisburg, Pa 17104

U. S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, Pa 19106-9111

AFFIRMATIVE ACTION COMPLIANCE

The Human Resources Office and the Office of Diversity, Inclusion, and Employment Equity shall be responsible for preparing guidelines and instructions necessary and appropriate to carry out the intent of Penn State Hershey Medical Center policy and the Affirmative Action Plan.

PERSON RESPONSIBLE FOR REVIEW OF POLICY

Chief Human Resources Officer

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