Reaffirmation of Policy

The RUTGERS Robert Wood Johnson Medical School (hereafter referred to the University) reaffirms its commitment to the full realization of Affirmative Action and Equal Employment Opportunity in its employment practices.

It is the policy of the University to:

1. Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable administrative, classified, faculty, unclassified, and student job titles without regard to age, ethnicity, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status unless otherwise prohibited by applicable law.

2. Base decisions of employment so as to further the principles of affirmative action and equal employment opportunity.

3. Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities.

4. Ensure that all personnel actions including compensation, benefits, lay-offs, returns from lay-offs, training, education/tuition assistance, social and recreational programs will be administered without regard to age, ethnicity, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status unless otherwise prohibited by applicable law.

Policy on Sexual and Other Types of Harassment

The University is committed to creating and maintaining a working environment where all University employees can fulfill their responsibilities and perform work to their fullest potential. All employees shall have the right to work in an environment free from objectionable and disrespectful conduct, discriminatory harassment, intimidation, ridicule and insult whether based on sex, race, religion or national origin, or any other impermissible factor.

The University will not tolerate any form of harassment, including sexual harassment, and will take affirmative action to eliminate it from the workplace. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive working or learning environment.

Rutgers Robert Wood Johnson Medical School employees are strongly discouraged from engaging in consensual relationships, particularly those occurring between supervisors and staff
members or faculty members and students, which can lead to circumstances that can be interpreted as sexual harassment or be interpreted as causing a hostile or offensive work environment or other staff members or students. Any employee, who is found to have engaged in harassment of another employee, patient or student, after appropriate investigation, will be subject to appropriate disciplinary action up to and including termination.

Sex Discrimination Policy

It is the policy of the University to ensure that all recruitment and employment activities are administered without gender or marital status considerations, except where sex is a bona fide occupational qualification for the job. Equal employment opportunities will be assured regardless of sex or marital status in all personnel policies, union contracts, training, terms and conditions of employment and mandatory retirement options. Women will not be penalized for utilizing established leave policy for the purpose of childbearing and will be reinstated to their original job or a position in a like or comparable status and pay. Rutgers is required to take affirmative action to recruit women for jobs where they are underrepresented.

Policy Against Discrimination Because of Religion or National Origin

It is the responsibility of the University to ensure that all terms and conditions of employment are administered without regard to religion or national origin. The University has an obligation to foster internal communication and understanding of protected religious, national origin and ethnic groups. The University will accommodate the religious observance practices of qualified applicants or employees unless precluded by business necessity, financial cost or result in personnel problems.

Disabled Workers Affirmative Action Policy

The University invites employees to provide information on their disability status and employs, advances and retains qualified disabled individuals and ensures that all terms and conditions of employment are made without regard to disability status. Employment procedures and physical/mental job requirements will be reviewed annually, and reasonable accommodations for physical and mental disabilities are to be made where they are not precluded by prohibitive financial cost or create undue hardship on operations.

Disabled Veterans and Veterans of the Vietnam-Era Affirmative Action Policy

The University will allow voluntary self-identification by employees who are disabled or Vietnam-Era veterans. Affirmative steps will be taken to recruit, employ, upgrade, train, retrain and promote qualified protected veterans. Employment practices, procedures, and physical/mental job requirements will be evaluated annually. Position vacancies will be listed with the State Employment Service.

All personnel concerned with employment and supervision are required to do their part. Each manager and supervisor (i.e. those directly involved with the making of hiring and other employment decisions) are responsible for carrying out the overall University's Affirmative Action Plan. However, the day-to-day responsibility for establishing reporting procedures, monitoring, and the annual revision and update of the Plan to ensure compliance with continued implementation of the University's affirmative action policy, is vested in the Associate Vice President for Affirmative Action/Equal Employment Opportunity.
Inquiries concerning this policy should be directed to the:

Associate Vice President for Affirmative Action/EEO
Rutgers Biomedical Health Sciences
Stanley S. Bergen Building
65 Bergen Street - Room #1214
Newark, New Jersey 07107-3000
(973) 972-4855