

NORTH CAROLINA CENTRAL UNIVERSITY

EEO PLAN

EQUAL EMPLOYMENT OPPORTUNITY



James E. Shepard, Founder



North Carolina Central University

January 2023-December 2023

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NORTH CAROLINA CENTRAL UNIVERSITY EQUAL EMPLOYMENT
OPPORTUNITY AFFIRMATIVE ACTION PLAN

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I. PROGRAM ELEMENTS

A. EEO Plan Certification Statement

1. EEO PLAN Certification Statement

THE EEO PLAN CERTIFICATION STATEMENT

The certifies that the attached Equal Employment Opportunity Plan represents North Carolina Central University's commitment to provide equal employment opportunities to all applicants and employees. I attest that North Carolina Central University follows the North Carolina Equal Employment Opportunity Policy along with all applicable federal and state laws, including current executive orders governing equal employment opportunities.

X 

Chancellor's Signature
North Carolina Central University
Johnson O. Akinleye, Chancellor

2/20/23

Date

X *Delores Harris*

EEO/AA Officer Signature
Delores Harris

2/20/2023

Date

X *Michael E. Hill*

Chief Human Resources Officer Signature
Michael E. Hill

2/20/2023

Date

B. The State's EEO Policy

THE STATE OF NORTH CAROLINA EQUAL EMPLOYMENT OPPORTUNITY POLICY

The State of North Carolina recognizes that an effective and efficient government requires the talents, skills and abilities of all qualified and available individuals, and seeks opportunities to promote diversity and inclusion at all occupational levels of State government's workforce through equal employment opportunity (EEO) workforce planning initiatives. The State is committed to ensuring the administration and implementation of all human resources policies, practices and programs are fair and equitable without unlawful discrimination, harassment or retaliation on the basis of race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information or disability, except where age, sex, or physical requirements constitute bona fide occupational qualifications. State agencies, departments and universities shall be accountable for administering all aspects of employment, including hiring, dismissal, compensation, job assignment, classification, promotion, reduction-in-force, training, benefits and any other terms and conditions of employment in accordance with federal and State EEO laws.

See the Unlawful Workplace Harassment policy in Section 1 of the State Human Resources Manual for provisions related to unlawful harassment, including sexual harassment, and retaliation.

Coverage

Individuals protected by provisions of this policy are:

- A. current employees;
- B. former employees; and
- C. job applicants

Veterans

Job discrimination of veterans shall be prohibited and affirmative action shall be undertaken to employ and advance in employment eligible veterans in accordance with Article 13 of G.S. 126 and G.S. 128-

See the Veteran's Preference policy in Section 2 of the State Human Resources Manual for provisions related to veteran's preference including the employment and advancement of protected veterans.

Office of Human Resources Responsibilities:

The Office of State Human Resources (OSHR) shall:

1. establish the EEO Plan Requirements and Program Guidelines in accordance with federal and state laws to be followed by all agencies, departments and universities, to ensure commitment to and accountability for equal employment opportunity throughout State government;
2. review, approve and monitor all EEO plans and updates;
3. provide services of EEO technical assistance, training, oversight, monitoring, evaluation, support programs, and reporting to ensure that State government's work force is diverse at all occupational levels;
4. develop and promote EEO programs and best practices to encourage consistent and fair treatment of all State employees;
5. meet with agency heads, department heads, and university chancellors, Human Resources Directors and EEO Directors/Officers annually to discuss the progress made toward reaching program goals; and
6. provide a report annually to the Human Resources Commission and the Governor on the EEO Plans and progress by agencies, departments, universities and state government.

Agency, Department and University Responsibilities:

Each Agency Head, Department Head and University Chancellor shall:

1. adhere to the policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor;
2. ensure the agency, department or university's commitment to EEO is clearly communicated to all employees;
3. ensure that Human Resources policies and employment practices are implemented consistently and fairly;
4. designate an EEO Officer/Director who has access to the agency head, department head or university chancellor to be responsible for the operation and implementation of the EEO Plan;
5. provide the necessary resources to ensure the successful implementation of the EEO Program;
6. ensure each manager and supervisor has, as a part of his or her performance plan, the responsibility to comply with EEO laws and policies, and assist in achieving EEO goals established by the agency, department or university;
7. ensure the EEO Plan is designed in accordance with the EEO Plan Requirements and Program Guidelines as specified by the Office of State Human Resources;

8. ensure the EEO Plan is submitted by March 1st of each year to the Office of State Human Resources for review and approval as required by G.S. 126-19;
9. ensure all employees are made aware of the EEO policy including the Unlawful Workplace Harassment Policy found in Section 1 of the State Human Resources Manual;
10. develop strategies to prevent unlawful workplace harassment and retaliation in the workplace;
11. ensure required employee notices describing Federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities;
12. maintain records of all complaints and grievances alleging discriminatory practices; and
13. ensure all newly hired, promoted, or appointed supervisors and managers complete required EEO training in accordance with G.S. 126-16.1.

See the Equal Employment Opportunity Institute policy located in Section 1 of the State Human Resources Manual for information related to EEO training.

Complaint Process

An individual covered by this policy who is alleging unlawful discrimination may file a complaint following the process outlined in the Employee Grievance Policy located in Section 7 of the State Human Resources Manual. For the purpose of this policy, political affiliation is not a protected classification under federal EEO law but may be grieved pursuant to G.S. 126-34.02 as a contested case after completion of the agency grievance procedure and the Office of State Human Resources review.

Definitions

“Age Discrimination” – The Age Discrimination in Employment Act of 1967 forbids employment discrimination on the basis of age against individuals who are age 40 or older.

“Bona Fide Occupational Qualification” (BFOQ) – A BFOQ is any requirement which is job-related and necessary for the performance of the job. Age, sex or physical requirements may be considered if they constitute a BFOQ necessary for job performance in the normal operations of the agency. Such standards are reasonably necessary for the specific work to be performed and are uniformly and equally applied to all applicants for the particular job category. Whether such a requirement is a BFOQ will depend on the facts in each case. This exemption will be construed very narrowly and the agency, department or university will have the burden of proving the exemption is justified. To establish age, sex or physical

requirements as a BFOQ, it will be necessary to submit a recommendation to the Office of State Human Resources, setting forth all facts and justification as to why the requirement should be considered as a reasonable employment factor in each of the classifications in question.

“Disability Discrimination” – The Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) prohibits discriminatory treatment of a qualified individual who has a physical or mental impairment that substantially limits one or more major life activities, has a history (or record) of such an impairment, or is regarded as having such an impairment that is not transitory (lasting or expected to last six months or less) or minor. In addition, the law protects covered individuals from discrimination based on their known relationship (or association) with an individual with a disability (even if they themselves do not have a disability).

Refer to the Reasonable Accommodation policy in Section 1 of the State Human Resources Manual for information on how to request and process requests for accommodations for covered individuals with disabilities.

“Genetic Information Discrimination” - The Genetic Information Nondiscrimination Act of 2008 (GINA) is a federal law which prohibits discrimination in the terms and conditions of employment against covered individuals based on their genetic information.

Genetic information is:

- an individual’s genetic tests (including genetic tests done as part of a research study);
- genetic tests of the individual’s family members (defined as dependents and up to and including 4th degree relatives);
- genetic tests of any fetus of an individual or family member who is a pregnant woman, and genetic tests of any embryo legally held by an individual or family member utilizing assisted reproductive technology;
- the manifestation of a disease or disorder in family members (family history); and
- any request for, or receipt of, genetic services or participation in clinical research that includes genetic services (genetic testing, counseling, or education) by an individual or family member.

“National Origin Discrimination” – Title VII of the Civil Rights Act of 1964 prohibits unfavorable treatment of covered individuals because he or she is from a particular country or part of the world, because of

ethnicity or accent, or because he or she appears to be of a certain ethnic background (even if he or she is not). In addition, the law covers individuals who are married to (or associated with) an individual of a certain national origin or because of their connection with an ethnic organization or group.

“Pregnancy Discrimination” – The Pregnancy Discrimination Act of 1978 prohibits unfavorable treatment of a covered individual because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

“Race/Color Discrimination” – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because he or she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating an individual unfavorably because of skin color. In addition, Title VII protects covered individuals from discrimination because the individual is married to (or associated with) an individual of a certain race or color or because of an individual’s connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

“Religious Discrimination” – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because of his or her religious beliefs. The law protects not only the people who belong to traditional, organized religions (such as Buddhism, Christianity, Hinduism, Islam, and Judaism), but also others who have sincerely-held religious, ethical or moral beliefs. In addition, Title VII protects an individual who is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group. The agency, department, or university must reasonably accommodate an employee’s religious beliefs or practices, unless doing so would cause unreasonable difficulty or expense for the agency, department or university. This would include making reasonable adjustments at work that will allow the employee to practice his or her religion.

“Sex-Based Discrimination” – Title VII of the Civil Rights Act of 1964 forbids unfavorable treatment of covered individuals because of that individual’s sex. In addition, the law protects an individual because of his or her connection with an organization or group that is generally associated with people of a certain sex. The Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

C. North Carolina Central University Overview

In 1910, Dr. James E. Shepard, a Durham pharmacist and religious educator, opened the National Religious Training School and Chautauqua for the Colored Race and declared its purpose to be “the development in young men and women of the character and sound academic training requisite for real service to the nation.”

North Carolina College at Durham became North Carolina Central University in 1969. On July 1, 1972, all the state’s public four-year colleges and universities were joined to become the Consolidated University of North Carolina.

North Carolina Central University, with a strong tradition of teaching, research, and service, prepares students to become global leaders and practitioners who transform communities. Through a nationally recognized law school, highly acclaimed and innovative programs in visual and performing arts, sciences, business, humanities, and education programs, NCCU students are engaged problem solvers. Located in the Research Triangle, the University advances research in the biotechnological, biomedical, informational, computational, behavioral, social, and health sciences. Our students enhance the quality of life of citizens and the economic development of North Carolina, the nation, and the world.

In keeping with the strong tradition of NCCU and the vision of Dr. Shepard, The strategic priorities for the university are student success, expansion of NCCU’s portfolio of academic offerings, expand partnerships with higher educational institutions, community colleges and other community partners, facilitate the development of innovative security measures on campus and improve and build new infrastructure to accommodate the growth of NCCU.

D. University EEO Achievements

University Achievements

North Carolina Central University is committed to being an inclusive and diverse community. In keeping with that commitment, in 2022, The Office of Human Resources continues the partnership with the Diversity and Inclusion Office to create North Carolina Central University's first Diversity and Inclusion Committee. The committee members will assist in developing goals, advise on measuring UNC metrics for diversity and inclusion, and help to collect the data. This will also assist in making a wider impact throughout campus along with receiving valuable feedback from committee members.

The University works to ensure that all terms and conditions of employment are fair and accessible and that employment decisions are made without regard to race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information or disability. The University has updated guidelines for conducting effective searches and train search committees on EEO guidelines. This training is required in order to be a search committee member or to participate in any interview process. This training is to ensure that search committee members are trained on best EEO practices. Due to the Pandemic, we have implemented a virtual training for the search committee.

The University hired an Employment Manager who will develop action-oriented goals and objectives that will enhance opportunities for all. The New Employee Orientation is also being rebranded in the transition. The onboarding and off boarding process is being updated and branded to offer more information to each of the employees.

We provide education and outreach to our campus community that addresses our commitment to nondiscrimination and compliance, cultural competency development, recruiting and retaining a diverse workforce, as well as diversity in the curriculum and co-curriculum.

To support this mandate, the EEO/ER Office continues to conduct several Employee Relations classes. We have trained approximately 128 NCCU employees on harassment and prevention strategies with our class offerings. The Management Development Institute (MDI) is facilitated with a 5-6-week timeframe each semester. Our summer 2022 session included 15 participants and the fall 2022 session included 16 participants. Thus far for our 2023 summer session we have 21 participants confirmed to participate in MDI.

North Carolina Central University has been and will continue to be an equal opportunity employer.

E. Assignment of Responsibility and Accountability

The Governor of the State of North Carolina has overriding responsibility for the State's equal employment opportunity policies and programs and has delegated the responsibility for the actual development and implementation of individual equal employment

opportunity/affirmative action plans and programs to each University Chancellor.

The expected roles and responsibilities for the Chancellor, managers/supervisors, EEO Officer, and the EEO Committee are detailed below:

a. Chancellor

In accordance with the State EEO Policy, the Chancellor shall:

- Adhere to the policies and programs that have been adopted by the State Human Resources Commission and approved by the Governor;
- Designate a management-level official, EEO Officer or Director, responsible to oversee and be responsible for operation and implementation of the EEO program;
- Ensure each manager and supervisor has, as a part of his or her performance plan, the responsibility to comply with EEO laws and policies, and assist in achieving EEO goals established by the agency, department or university;
- Communicate the university's commitment to EEO to all employees, applicants and the general public;
- Provide necessary resources to ensure the successful implementation of the EEO program; and
- Ensure the development and implementation of HR policies, procedures, and programs necessary to achieve a diverse workforce in each occupational category.

b. Manager and Supervisor

- Assist in the development and implementation of the EEO plan and program and establish program objectives;
- Maintain a diverse workforce for the department, division work unit, or section;
- Assist the EEO officer in periodic evaluations to determine the effectiveness of the EEO program; and
- Provide a work environment and management practices which support equal opportunity in all terms and conditions of employment.

c. EEO Officer

- Interpret and apply Federal laws, state statutes, and policies related to equal employment opportunity;
- Ensure the EEO Plan is submitted by March 1 annually in accordance with the EEO Plan Requirements and Program Guidelines as specified by the Office of State Human Resources;

- Ensure hiring recommendations are reviewed for compliance with EEO program objectives prior to the final agency/university hiring decision;
 - Ensure all employees are made aware of the EEO policy including the Annual EEO Plan, EEO Policy, Reasonable Accommodation Policy, and Unlawful Workplace Harassment Policy and develop strategies to prevent unlawful workplace harassment and retaliation in the workplace;
 - Maintain and analyze data on workforce utilization and employment practices, including records of all complaints and grievances alleging discriminatory practices;
 - Advise management of the EEO program's impact and effectiveness;
 - Provide or coordinate EEO training for management and employees;
 - Provide confidential consultation for management and employees in matters involving EEO concerns;
 - Ensure federal laws prohibiting job discrimination are posted in work locations where notices to applicants and employees are customarily posted and easily accessible to applicants and employees with disabilities;
 - Establish and maintain effective working relations with groups concerned with EEO and Diversity & Inclusion;
 - Coordinate programs to achieve program objectives;
 - Present information on the EEO plan and program to management and employees on a regular basis; and
 - Ensure all newly hired, promoted, or appointed supervisors and managers complete required EEO training in accordance with G.S. 126-16.1.
- d. EEO Committee
- Serve as a communication link between managers and employees and the EEO staff on aspects of the EEO plan and program;
 - Review and evaluate the equal employment opportunity plan and program;
 - Review workforce representation data in each occupational category;
 - Survey the organizational climate and employee attitudes and evaluate the resultant data;
 - Meet with the university chancellor in conjunction with the EEO Officer to discuss EEO programs, report on the employees' concerns, and recommend changes or additions to the EEO policy, plan, or program; and

- Identify recruitment resources and other activities designed to strengthen the EEO Program

Once it is active, the EEO Committee members will meet at least annually. All Committee members will complete the EEO training if not previously taken. When the committee is constituted the group of employees will review the North Carolina Central University EEO plan will be diverse and will consists of both EHRA and SHRA employees who participate in the development, review, and implementation of the EEO Plan. They will strive to ensure information is properly presented, action-oriented goals are realistic, measurable, and adhere to federal regulations. They will review components of the EEO plan and workforce representation data in occupational categories. EEO and Employee Relations professionals work together when conducting and evaluating feedback from surveys of the North Carolina Central University's organizational climate. The EEO/ER staff meet regularly with The System Office on the structured ER Network meetings as well as participate with The Office of State Human Resources in all of their trainings and meetings.

University Diversity, Equity & Inclusion Council: The University Equity, Inclusion and Diversity Council serves as advisory and recommending body to the CHRO and work closely with the staff in the Employee Relations/EEO/AA Office to help implement diversity, equity and inclusion action plan and to promote knowledge, skills and best practices. This group is made of eighteen (18) members. The groups makeup is 4 BM, 8 BF, 2 WM, 2 WF, and 2 AF. The Department of Diversity & Inclusion promotes cultural diversity through interactive educational programming that entertains, community outreach, and workshops that assist the NCCU community and prepare students and staff to interact with diverse cultures in the work and learning space.

Workshops provided includes safe zone workshops, unconscious bias, Microaggressions, to name a few. Participation in the LGBT Resource center was another resource along with the Women's Center and the Men's Achievement Center on programs involving gender and gender expression.

F. Dissemination Procedures

Dissemination of Policy and Outreach

The university will undertake the following outreach and recruitment activities both internally and external to the university. North Carolina Central will continue to make its Equal Employment Opportunity Plan Known by:

<u>Internal Dissemination</u>	<u>External Dissemination</u>
<ul style="list-style-type: none"> Presenting equal employment opportunity policies to all newly hired employees 	<ul style="list-style-type: none"> Notify all subcontractors, vendors and suppliers of North Carolina Central University's EEO and Affirmative Action policy regarding the employment of qualified individuals.
<ul style="list-style-type: none"> The policy is communicated and distributed to all employees. 	<ul style="list-style-type: none"> Inform all recruiting sources, vendors, including the State Employment service, Employment agencies, and educational institutions.
<ul style="list-style-type: none"> All employees will be advised of the university's policy and encouraged to aid in efforts to ensure a fair and effective program 	<ul style="list-style-type: none"> List all employment openings and maintain regular contact with the local Veterans employment representative
<ul style="list-style-type: none"> Briefing sessions will be conducted periodically for managers and supervisors to review 	

G. Program Activities

a. Talent Management and Talent Development (Recruitment)

A major objective of North Carolina Central University's Talent Management is to ensure that an adequate supply of qualified applicant's representative of the North Carolina population exists for vacant positions. This department has implemented strategies such as reviewing and monitoring recruitment procedures, maintaining contact with recruitment resources and informing them of employment opportunities, especially resources identified in outreach to disabled persons and veterans. The department has successfully identified, recruited and hired disabled employees who represent 0.32% of the total NCCU workforce and veterans who represent 0.24% of the total workforce. The update of People Admin applicant tracking software has been very beneficial and has added value to the selection process.

b. Selection and Hiring

To ensure that discrimination practices do not occur in the selection process, and that job requirements, selection procedures, hiring standards and placement processes contribute to the achievement of program objectives, the Selection and Hiring Program, includes the following: Ensuring that job analyses are conducted to establish job-related qualifications

statements, selection criteria, training needs and career ladders or to initiate any other selection procedures; cooperating with the Office of State Human Resources or other trained authorities on the review and validation of written tests, interviews and other selection techniques; training all employees who interview applicants for employment in proper interviewing techniques; new employee orientation is an established part of the training agenda for the University resulting in increased efficiency and customer service.

c. Onboarding

Ensure that each selected candidate receives a written notification letter outlining the terms and conditions of employment (ex: appt type, salary, etc.) and inform new employees about the university EEO plan and program during orientation.

We currently offer in person and virtual platform. We have provided management with the necessary tools to successfully onboard virtually.

d. Promotion

Employees are informed of promotion/upward mobility opportunities within the University. Employees are afforded training and development opportunities to prepare them for higher level positions. The performance management program includes a section on professional development and provides an opportunity for employees to identify specific development activities they wish to pursue.

e. Training

Ensure training opportunities are accessible and administered without bias to all employees and that all employees are notified of all training opportunities for which they are eligible to attend. Training and development have rolled out a catalog of training opportunities for all staff to ensure they are informed regarding university policies and procedures. Employee Relations successfully trained 39 employees in Performance Management and 25 employees in Employee Relations topics. We offer training each semester. The Management Development Institute (MDI) coordinated by the Training and Development unit offers opportunities for management to gain knowledge and a deeper understanding of workplace issues and how to resolve those issues before escalating. The training has successfully been converted from on-site to a virtual platform due to the pandemic. Due to the Pandemic, we have hosted virtual Lunch and Learn sessions in partnership with campus; Employee Assistance Program (EAP) vendor with topics focused on physical and mental health during these unprecedented times. Such topics included: Hobbies for Mental and Physical Health, Using Guided Imagery for Wellness and Stress Reduction, Mental Fitness for Optimal Brain Power and Managing Holiday Stress. We will continue to offer training sessions to enhance awareness for our employees and their families.

New Hire Orientation targets all new university employees and provides information regarding the identification and prevention of unlawful discrimination and harassment. The New Hire Orientation has been converted successfully to a virtual platform and is conducted at the beginning of each month with positive feedback.

Search Committee Member training is an Ongoing training of search committee chairs and hiring authorities on best practices for ensuring fair and equitable searches and hiring is provided. All hiring authorities are encouraged to be as inclusive as possible with their outreach and advertisement to diverse communities and in selecting the member of the search committee. The Search Committee Member training has been converted successfully to a virtual platform and is conducted on an as needed basis with positive feedback.

f. Compensation and Benefits

The University has a structured and uniform procedure in place for the fair and equitable administration of compensation and benefits. The University follows OSHR guidelines for all SHRA positions and UNC System guidelines for EHRA positions; approval is required for all salary recommendation above the hiring rate. NCCU has experienced Compensation and Classification analyst who review positions to determine the appropriate classification and salaries in line with State guidelines.

An analysis is conducted to ensure that all benefits and conditions of employment are equally available and administered in a non-discriminatory fashion to all employees. This includes leave policies, retirement plans. Insurance programs and other terms, conditions and privileges of employment.

The EEO Officer reviews and monitors the salary approval process to ensure there is equity and to identify any problem areas and analyzes practices to determine patterns and trends.

g. Performance Management

The University has a performance management system, and all employees' work performance is evaluated annually.

The University ensures that the performance management process is administered without bias and is free from discrimination. The performance management program includes evaluating managers and supervisors on accomplishing EEO and diversity goals. The Employee Relations and Affirmative Action Officer monitors performance ratings of all covered employees for trends and patterns and notifies management if there are areas of concern.

We continue providing more extensive training and providing helpful tips for managers and supervisors to conduct performance evaluations virtually.

h. Transfers and/or Separations (Including RIF)

Exit interviews are conducted with employees who separate from the University. Employees are also provided an exit interview questionnaire. Employee Relations will begin conducting an analysis of the information collected to determine if there are any areas of concern and to identify patterns and trends to ensure there is no adverse impact indicated for protected as well as non-protected classes. For non-voluntary separations, an analysis is conducted to ensure there is no adverse impact indicated for protected as well as non-protected classes.

i. Disciplinary Process

North Carolina Central University has a disciplinary process that is designed to provide management and employees a fair, clear and useful tool for correcting and improving performance issues, as well as to provide a process to assist management in addressing unacceptable performance and unacceptable personal conduct. A copy of the Disciplinary Action Policy is included in the appendix.

The Director of EEO and Employee Relations continuously monitors and analyzes disciplinary data to identify trends and potential bias.

j. Grievance Process

There is a grievance process in accordance with the University Employee Grievance Policy that is designed to ensure fair and equitable review of employee complaints. We have created a EHRA and a SHRA Grievance Committee who will handle applicable grievance proceedings if necessary.

The grievance process is administered equitably and without bias; there is a provision that prohibits retaliation against employees and applicants who file complaints or participates in a grievance procedure; and the Employee Relations office reviews and monitors data to identify trends and patterns.

The Director of EEO and Employee Relations has the authority to informally examine grievance situations with employees, discuss employees' concerns, suggest certain kinds of solutions and/or recommend employees to the appropriate authorities and offer sound advice.

The goal is to resolve any workplace issues and employee' concerns or to advise on how to grieve an action taken by management.

H. Equal Employment Opportunity and Diversity Fundamentals (EEOF)

North Carolina General Statute 126.16.1 requires all newly appointed managers and supervisor at each State agency and university attend the EEOF within one year of their

initial appointment. It is the goal of the NCCU Department of Human Resources to train all employees on state, federal and university policies relating to EEO.

The Governor of the State of North Carolina has overriding responsibility for the State's equal employment opportunity policies and programs and has delegated the responsibility for the actual development and implementation of individual equal employment opportunity/affirmative action plans and programs to each University Chancellor.

I. Employment First and Reasonable Accommodation (Executive Order #92)

It is the university's policy to make a reasonable accommodation to the physical and mental limitations of any employee with a disability and qualified applicants with a disability unless his/her accommodation imposes an undue hardship on the university (41C.P.R. -741.44(d); 250-44(d). In determining the extent of the university's accommodation obligations, the following factors, among others, are considered:

1. Business necessity; and
2. Financial cost and expense

Each applicant or employee is dealt with on an individual basis. Reasonable accommodations are made whenever possible and ongoing efforts include revision of facilities to make them accessible. The university makes every effort to provide suitable employment for those employees who become disabled while employed by us. The EEO/AA officials may consult with a disabled person's physician or medical counselor when making a final decision, as necessary.

Qualified Individuals with Disabilities and Qualified Protected Veterans

Furthermore, under the affirmative Action obligations imposed by Section 503 of the Rehabilitation Act of 1973 and Vietnam Era Veterans' Readjustment Act of 1974 (VEVRA), as amended, it is the policy of the university to provide equal employment opportunities and to advance in employment qualified individuals with a disability as well as qualified veterans. The university's policy of providing equal employment opportunities to qualified persons with a disability and qualified protected veterans shall apply to all employment practices including but not limited to: upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection and training. The university attempts to comply with all of the rules, regulations, and relevant orders of the Secretary of Labor and the Office of Federal contract compliance Programs (OFCCP) issued pursuant to Section 503 of the 1973 rehabilitation Act and the 1974 Vietnam Era Veterans' Readjustment Assistance Act, as amended.

On a strictly voluntary basis, the university invites all qualified protected veterans who are either employees or applicants for employment, and employees who have a disability, and who wish to benefit under the university's Affirmative Action program to identify

themselves to either their immediate supervisor or to the Director of EEO and Employee Relations. Individuals will also be encouraged to complete the Voluntary Self-Identification of Disability form in the applicable HRIS System annually. Any individual who identifies himself or herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential.

J. Program Evaluation, Reporting and Monitoring

The Director of EEO and Employee Relations will use the following data sources to generate necessary reports by race, sex, age and disability status, when available:

- DataMart
- Banner
- PeopleAdmin

The Director of EEO and Employee Relations performs analysis of NCCU's total employment process to determine if there are areas where minority and/or female groups may face impediments to equal opportunity. The Chancellor regularly receives updates and/or reports on progress, and/or problems regarding the EEO program and activities. The following analyses are conducted in order to reveal any potential problem areas:

1. **Placement Goals:** An analysis of incumbency versus availability is performed to determine whether there are problems of minority, female, veterans, or persons with disabilities utilization. Wherever a problem exists, placement goals are set.

For areas that have placement goals, steps will be taken to encourage and increase the percentage of qualified females and/or minorities applying for positions both externally and internally. With the implementation of the People Admin system the university is able to analyze applicant data before selection for a vacant position occurs and can advise hiring managers regarding best practice in making selection/rejection decisions.

Additional steps may include, as appropriate:-

- a. Publishing job advertisements in newspapers and/or magazines that target females and/or minorities;
 - b. Offering tuition reimbursement to employees to obtain training that will increase their chances of advancing within the university;
 - c. Continuing to use services of the state employment service
2. **Review of Employment Decisions:** Review of employment decisions is made in order to determine whether or not minorities are selected at a less favorable rate than non-minorities.
 3. **Review of Terminations:** for non-voluntary terminations, if minorities are being terminated at a higher rate than non-minorities, a review of the employee file will

be made to ensure that the university is applying its policies and procedures for termination equally for protected as well as non-protected classes.

4. **Compensation:** compensation is reviewed at least annually in order to determine if there are significant discrepancies in pay when comparing female to male rates of pay and minorities versus non-minorities. If discrepancies do exist, a thorough review is conducted to determine if the difference in pay is due to appropriate factors.
5. Program evaluations, reporting and monitoring procedures includes RIF and all other terms and conditions of employment.

K. Harassment Prevention Strategies

Employees of and applicants to North Carolina Central University will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO.

As stated, training is provided to all new employees during new employee orientation and annually to all employees regarding harassment. The non-discrimination policy statement will be posted for all employees and applicants to view. Any updates to the policy will be communicated to employees and to applicants for employment.

The university will investigate promptly all allegations of harassment and take any and all appropriate action as a result of the fact finding.

L. Reduction in Force Procedures

North Carolina Central University has the authority to separate an employee whenever it is necessary due to shortage of funds or work, abolishment of a position, or other material change in duties or organization.

The University complies with the Office of State Human Resources Reduction in Force and Reduction in Force Priority Reemployment policies.

Retention of employees in classes affected shall be based on systematic consideration, at a minimum of the following factors:

- type of appointment
- relative efficiency
- actual or potential adverse impact on the diversity of the work force
- length of service

North Carolina Central University shall notify the employee in writing of separation as soon as possible and in any case not less than 30 calendar days prior to the effective date of separation. The written notification shall include the reasons for the reduction in force, expected date of separation, the employee's eligibility for priority reemployment consideration, applicable appeal rights, and other benefits available. An employee separated through a reduction in force may appeal the separation only on the grounds listed in the University SHRA Employee Grievance Policy.

Pursuant to Office of State Human Resources policy, employees with career status (as defined by G.S §126-1.1), who have received official written notification of imminent separation due to reduction in force, are eligible for priority consideration under the provisions outlined in the policy. An employee shall receive priority consideration for a period of 12 months from the date of the official written notification.

M. Pregnancy Workplace Adjustments

In December 2018, Executive Order 82 (Promoting Health and Wellness by Clarifying Protections Afforded to Pregnant State Employees) was issued by Governor Roy Cooper. NCCU will provide written notice of the rights afforded to pregnant state employees, include this requirement in new employee orientation materials; and post the requirement on the University's website. NCCU already extends workplace protections and modifications to pregnant employees under federal guidelines upon request, unless doing so would impose significant burdens or costs and is therefore already meeting the State requirement.

N. Prohibiting the Use of Workplace Salary History

In April 2019, Executive Order #93 (Prohibiting the Use of Salary in the State Hiring Process) was issued by Governor Roy Cooper. This Executive Order prohibited state agencies from requesting salary history from applicants or relying on previously obtained prior salary information in determining an applicant's salary. OSHR was required to remove the employment history fields from the state application.

Mangers and HR staff are trained in the new salary administration requirements. Any updates to the policy will be communicated. Other education initiatives include posting the requirement and discussing the requirement at staff meetings.

II. Data Elements

a) Workforce Availability

North Carolina Central University developed action-oriented programs designed to accomplish the established goals and objectives, thereby enhancing employment and advancement opportunities in the university or females and minorities.

Workforce availability in Equal Employment Opportunity planning is determined by using two methods: 1) the Labor Force Analysis Method or 2) the Two Factor Analysis Method (consistent with OFCCP – Office of Federal Contract Compliance Programs). North Carolina Central University uses the Two Factor Analysis Method.

We will continue our efforts to recruit and hire as positions become vacant. Good faith efforts will continue to be exercised to seek, attract, select and retain qualified applicants into all occupational groups. (See 2022 Job Opening Estimates and Goals.)

b) Occupational Classification

The Standard Occupational Classification (SOC) system, or equivalent, is used by the State of North Carolina when evaluating workforce availability. Detailed occupations in the SOC with similar job duties, and in some cases skills, education, and/or training, are grouped together.

The major categories used in the State of North Carolina include:

- a. **Officials and Administrators** - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.
- b. **Professionals** - Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.
- c. **Management Related** – Occupations which support the internal operations of an agency, department or facility.
- d. **Technicians** - Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- e. **Administrative Support** - Occupations in which workers are responsible for internal and 10 external communications, recording and retrieval of data and/or information and other paperwork required in an office.
- f. **Law Enforcement** - Occupations in which workers are entrusted with public safety,

security and protection from destructive forces.

- g. **Service and Maintenance** - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.
- h. **Skilled Craft** - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

c) **Race and Ethnicity (including Veteran's)**

For the purposes of the workforce availability analysis, the following race/ethnicity categories are used in accordance with the expectations of the State of North Carolina:

- a. **White** (Non-Hispanic or Latino) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- b. **Black or African American** (Non-Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- c. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- d. **Asian** (Non-Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- e. **American Indian or Alaska Native** (Non-Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

North Carolina Central University combines Hispanic, Asian, and American Indian or Alaska Native together into a single group called "Other Minority". Each racial group is represented by both Male and Female.

Veterans

North Carolina Central University uses employment objectives that are consistent with federal standards for veterans. NCCU includes an employment objective for veterans and the overall veteran representation is included in the workforce utilization report.

d) Additional Areas of Statistical Evaluation

North Carolina Central University has completed a job opening estimates form for each occupational category in which underutilization has been identified and in which five or more workers are employed. Employment objectives at North Carolina Central University have been established by whole number increase using the Job Openings Estimate Form – Combined Demographic, the two-factor analysis is applied.

North Carolina Central University Job Opening Estimates

1. Attainment of Employment Objectives

North Carolina Central University saw growth in the employment objective for its management related job group, administrative support and skilled crafts job groups.

In addition to representation data, the inclusion of supplemental statistical data in the university EEO

Plan will provide a more complete analysis of diversity and fairness with the workforce. Areas of supplemental statistical data include performance management, recruitment and selection and discipline and dismissal. Note that Hispanic, American Indian or Alaska Native, Asian, Native Hawaiian or Pacific Islanders and two or more are combined below, but may be uncoupled in university EEO Plan.

EEO QUANTATIVE ANALYSIS

	White Males		White Females		Black Males		Black Females		Other Males		Other Females	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
OSP_CATEGORY_NAME												
OFFICIALS AND ADMINISTRATORS	0	0	0	0	2	4	2	3	0	0	0	2
MANAGEMENT RELATED	2	1	3	3	8	11	39	37	0	1	3	6
PROFESSIONALS	14	13	2	1	39	35	38	32	8	7	6	7
ADMINISTRATIVE SUPPORT	2	2	17	12	33	31	141	123	1	2	9	17
TECHNICIANS AND TECHNOLOGISTS	2	2	2	1	3	3	7	4	1	2	4	3
PROTECTIVE SERVICES	0	1	0	0	20	17	4	6	2	7	0	1
SERVICE	1	1	1	1	43	41	18	14	9	11	11	14
SKILLED CRAFT	4	1	1	1	26	24	1	1	4	14	1	1
Total	25	21	26	19	174	166	250	220	25	44	34	51

OFFICIALS AND ADMINISTRATORS

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Officials and Administrators								SUB-CATEGORY:	
RECRUITMENT AREA: National (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/U nder	# G o a l	% Empl oyed	% Expe cted	% Differ ence	% Go al	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50%	-7.40%	8.50%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	0		0				0.00%		
White Female	0		0				0.00%		
Black Male	4		4				0.00%		
Black Female	2		2				0.00%		
Other Minority Male	0		0				0.00%		
Other Minority Female	0		0				0.00%		
Ethnicity Unknown	3		3				0.00%		
TOTAL EMPLOYEES	9	0	9	0	0.00%	0.00%	0.00%	0.00%	
Total Male(s)	4	0	4	0	0.00%	0.00%	0.00%	0.00%	
Total Female(s)	2	0	2	0	0.00%	0.00%	0.00%	0.00%	
Total Minority	6	0	6	0	0.00%	0.00%	0.00%	0.00%	
Total Veteran	0					6.70%			
Disabled	0					7.00%			

#Over/Under from HRDM
BD170

MANAGEMENT

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Management Related								SUB-CATEGORY:	
RECRUITMENT AREA: National (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/U nder	# G o a l	% Empl oyed	% Expe cted	% Differ ence	% Go al	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50 %	-7.40%	8.5 0%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	3		3				0.00%		
White Female	3		3				0.00%		
Black Male	11		11				0.00%		
Black Female	30		30				0.00%		
Other Minority Male	1		1				0.00%		
Other Minority Female	2		2				0.00%		
Ethnicity Unknown	3		3				0.00%		
TOTAL EMPLOYEES	53	0	53	0	0.00%	0.00%	0.00%	0.0 0%	
Total Male(s)	15	0	15	0	0.00%	0.00%	0.00%	0.0 0%	
Total Female(s)	35	0	35	0	0.00%	0.00%	0.00%	0.0 0%	
Total Minority	44	0	44	0	0.00%	0.00%	0.00%	0.0 0%	
Total Veteran	0					6.70%			
Disabled	2					7.00%			

#Over/Under from HRDM
BD170

PROFESSIONALS

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Professionals								SUB-CATEGORY:	
RECRUITMENT AREA: Triangle (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/ Under	# G o a l	% Empl oyed	% Expe cted	% Differ ence	% G o a l	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50%	-7.40%	8.50%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	8		8				0.00%		
White Female	1		1				0.00%		
Black Male	29		29				0.00%		
Black Female	20		20				0.00%		
Other Minority Male	2		2				0.00%		
Other Minority Female	1		1				0.00%		
Ethnicity Unknown	13		13				0.00%		
TOTAL EMPLOYEES	74	0	74	0	0.00%	0.00%	0.00%	0.00%	
Total Male(s)	39	0	39	0	0.00%	0.00%	0.00%	0.00%	
Total Female(s)	22	0	22	0	0.00%	0.00%	0.00%	0.00%	
Total Minority	52	0	52	0	0.00%	0.00%	0.00%	0.00%	
Total Veteran	2					6.70%			
Disabled	0					7.00%			
#Over/Under from HRDM BD170									

TECHNICIANS

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Technicians								SUB-CATEGORY:	
RECRUITMENT AREA: Triangle (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/U nder	# G oal	% Empl oyed	% Expe cted	% Differ ence	% Go al	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50 %	-7.40%	8.5 0%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	3		3				0.00%		
White Female	1		1				0.00%		
Black Male	3		3				0.00%		
Black Female	4		4				0.00%		
Other Minority Male	1		1				0.00%		
Other Minority Female	3		3				0.00%		
Ethnicity Unknown	1		1				0.00%		
TOTAL EMPLOYEES	16	0	16	0	0.00%	0.00%	0.00%	0.0 0%	
Total Male(s)	7	0	7	0	0.00%	0.00%	0.00%	0.0 0%	
Total Female(s)	8	0	8	0	0.00%	0.00%	0.00%	0.0 0%	
Total Minority	11	0	11	0	0.00%	0.00%	0.00%	0.0 0%	
Total Veteran	0					6.70%			
Disabled	0					7.00%			

#Over/Under from HRDM
BD170

ADMINISTRATIVE SUPPORT

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Administrative Support								SUB-CATEGORY:	
RECRUITMENT AREA: Triangle (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/U nder	# G o a l	% Empl oyed	% Expe cted	% Differ ence	% G o a l	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50 %	-7.40%	8.5 0%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	1		1				0.00%		
White Female	9		9				0.00%		
Black Male	27		27				0.00%		
Black Female	107		107				0.00%		
Other Minority Male	1		1				0.00%		
Other Minority Female	7		7				0.00%		
Ethnicity Unknown	10		10				0.00%		
TOTAL EMPLOYEES	162	0	162	0	0.00%	0.00%	0.00%	0.0 0%	
Total Male(s)	29	0	29	0	0.00%	0.00%	0.00%	0.0 0%	
Total Female(s)	123	0	123	0	0.00%	0.00%	0.00%	0.0 0%	
Total Minority	142	0	142	0	0.00%	0.00%	0.00%	0.0 0%	
Total Veteran	3					6.70%			
Disabled	2					7.00%			

#Over/Under from HRDM
BD170

PROTECTIVE SERVICES

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Protective Services								SUB-CATEGORY:	
RECRUITMENT AREA: Triangle (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/U nder	# G o a l	% Empl oyed	% Expe cted	% Differ ence	% Go al	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50 %	-7.40%	8.5 0%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	1		1				0.00%		
White Female	0		0				0.00%		
Black Male	14		14				0.00%		
Black Female	8		8				0.00%		
Other Minority Male	1		1				0.00%		
Other Minority Female	0		0				0.00%		
Ethnicity Unknown	11		11				0.00%		
TOTAL EMPLOYEES	35	0	35	0	0.00%	0.00%	0.00%	0.0 0%	
Total Male(s)	16	0	16	0	0.00%	0.00%	0.00%	0.0 0%	
Total Female(s)	8	0	8	0	0.00%	0.00%	0.00%	0.0 0%	
Total Minority	23	0	23	0	0.00%	0.00%	0.00%	0.0 0%	
Total Veteran	1					6.70%			
Disabled	0					7.00%			

#Over/Under from HRDM
BD170

SKILLED

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Service								SUB-CATEGORY:	
RECRUITMENT AREA: Triangle (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Empl oyed	# Expe cted	# Over/U nder	# G o a l	% Empl oyed	% Expe cted	% Differ ence	% G o a l	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50 %	-7.40%	8.5 0%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	0		0				0.00%		
White Female	1		1				0.00%		
Black Male	19		19				0.00%		
Black Female	1		1				0.00%		
Other Minority Male	3		3				0.00%		
Other Minority Female	1		1				0.00%		
Ethnicity Unknown	9		9				0.00%		
TOTAL EMPLOYEES	34	0	34	0	0.00%	0.00%	0.00%	0.0 0%	
Total Male(s)	22	0	22	0	0.00%	0.00%	0.00%	0.0 0%	
Total Female(s)	3	0	3	0	0.00%	0.00%	0.00%	0.0 0%	
Total Minority	24	0	24	0	0.00%	0.00%	0.00%	0.0 0%	
Total Veteran	0					6.70%			
Disabled	0					7.00%			

#Over/Under from HRDM
BD170

SERVICE

2023 JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS (Combined Demographic) AS OF 12 /01 /2022									
AGENCY/UNIVERSITY: North Carolina Central University								DIVISION: All	
SOC CATEGORY: Skilled								SUB-CATEGORY:	
RECRUITMENT AREA: Triangle (Nationwide, Statewide, or specific counties)								AVAILABILITY STANDARD: (Population, Labor Force Compromise, or Two-Factor Analysis)	
	# Employed	# Expected	# Over/Under	# Goal	% Employed	% Expected	% Difference	% Goal	Action Steps (list a planned action / program activity from your EEO Plan)
EXAMPLE	7	11	-4	2	5.10%	12.50%	-7.40%	8.50%	Participate in the Triangle Hispanic Professional Association Career Fair, also post positions within their free job listing service.
White Male	0		0				0.00%		
White Female	1		1				0.00%		
Black Male	34		34				0.00%		
Black Female	12		12				0.00%		
Other Minority Male	4		4				0.00%		
Other Minority Female	8		8				0.00%		
Ethnicity Unknown	14		14				0.00%		
TOTAL EMPLOYEES	73	0	73	0	0.00%	0.00%	0.00%	0.00%	
Total Male(s)	38	0	38	#VALUE!	0.00%	0.00%	0.00%	0.00%	
Total Female(s)	21	0	21	0	0.00%	0.00%	0.00%	0.00%	
Total Minority	58	0	58	#VALUE!	0.00%	0.00%	0.00%	0.00%	
Total Veteran	0					6.70%			
Disabled	1					7.00%			

#Over/Under from
HRDM BD170

RECRUITMENT AND SELECTIONS

	WM	WF	BM	BF	OMM	OMF	Total
Representation	312	281	738	880	273	270	2754
Hired	4	9	23	31	6	4	77
Promoted	6	1	15	17	5	4	48

PERFORMANCE RATINGS

PERFORMANCE_RATING	AIF	AIM	ASF	ASM	BF	BM	ETHN_UNK	HF	HM	WF	WM	Total
Exceeding Expectations	1	0	10	2	142	53	23	1	2	17	12	263
Meeting Expectations	0	1	5	3	95	100	24	9	7	7	9	260
Not Meeting Expectations	0	0	0	0	4	2	2	0	0	2	0	10
Totals	1	1	15	5	241	155	49	10	9	26	21	533

DISCIPLINED AND DISMISSAL

	WM	WF	BM	BF	OMM	OMF	Total
Written Warning(s)	0	2	3	3	1	0	9
Suspension(s)	1	0	5	0	0	0	6
Demoted	0	0	0	0	0	0	0
Dismissed	0	1	1	1	0	0	3

Barriers to goal attainment and Identification and Correction of Issues

In its assessment of the EEO Program, North Carolina Central University identifies any barriers or issues in the EEO Plan and corrective actions that will be taken to mitigate or eliminate them.

In 2022 the University experienced an increase in turnover, a continued impact on recruitment strategies, and a decrease in the applicant pool due to the COVID-19 Pandemic. It has been more challenging to attract diverse and underrepresented applicants for some of the job classifications. The EEO Officer and senior leadership are aware of these barriers and are currently implementing recruitment efforts that highlight the importance of diversity. The University will also extend external postings to additional diverse outlets for greater impact.

North Carolina Central University will put forth a good faith effort to focus and enhance recruitment for women, minorities, veterans, and persons with disabilities, consistent with the action-oriented programs and internal monitoring processes. Recruitment examples includes actively focusing on building relationships in each of the surrounding community colleges in effort to participate in job fairs and have our vacancies posted on their internal posting sites.

TO: All University Faculty, Staff and Students
FROM: Chancellor Johnson Akinleye
DATE: March 1, 2023
SUBJECT: Policy Statement on Non-Discrimination

North Carolina Central University is committed to and will provide an inclusive and welcoming environment free of harassment and discrimination for all members of our community. The university affirms that students and employees are entitled to an educational and employment environment free from unlawful harassment and discrimination. The University is committed to ensuring that education employment decisions are based on individuals' abilities and qualifications.

Consistent with this principle and in compliance with all applicable laws, it is therefore the University's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veterans status, except where religion, gender, and/or physical requirements are bona-fide job related employment requirements¹. Further, no student or employee shall be subject to retaliation for bringing a good faith complaint pertaining to unlawful harassment or discrimination or for supporting individuals who file a complaint against another member of the university community.

In compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, accommodations of the disabled extend to student programs, employment practices, elimination of physical barriers, and special assistance to disabled students and employees within the university. North Carolina Central University will provide reasonable accommodations for students, applicants/ and or employees with a documented disability as defined by the Ada when doing so will enable them to successfully perform job duties or benefit from educational opportunities at the university.

Any inquiries regarding the University's non-discrimination policy should be brought to the attention of one of the following administrators: The Director of Employee Relations/Affirmative Action Officer at (919) 530-6681, the Chief Human Resources Officer at (919) 530-5214 or The Director of Student Disabilities at (919) 530-6325.

As Chancellor of North Carolina Central University, I fully endorse and support this policy and am committed to a campus community free of any form of harassment or discrimination and a campus community that values and respects diversity and inclusion.

¹ The university's policy is implemented in accordance with applicable laws and their amendments, including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963, Executive Order 11246, the Age Discrimination in Employment Act of 1975, Section 504 of the Rehabilitation in Employment Act of 1975, the Americans with Disabilities Act of 1990, the Vietnam Era Veteran's Readjustment assistance Act of 1974, the Civil Rights Restoration Act of 1988, the Civil Rights Act of 1991, the Americans with Disabilities Act Amendments of 2008, Title II of the Genetic Information Non-discrimination Act of 2008 and North Carolina General Statutes Chapters 116 and 126.

III. Links to Relevant Policies

EEO Policy

[https://files.nc.gov/ncoshr/documents/files/Equal_Employment_Opportunity_Policy -
Approved by SHRC April 2019.pdf](https://files.nc.gov/ncoshr/documents/files/Equal_Employment_Opportunity_Policy_-_Approved_by_SHRC_April_2019.pdf)

Reasonable Accommodation Policy

[https://myeol.nccu.edu/sites/default/files/2020-
06/EEO%20Reasonable%20Accommodation%20Policy%202016.pdf](https://myeol.nccu.edu/sites/default/files/2020-06/EEO%20Reasonable%20Accommodation%20Policy%202016.pdf)

Sexual Harassment Policy

<https://www.nccu.edu/policies/retrieve/3#Scope>

University SHRA Employee Grievance Policy

<https://www.nccu.edu/policies/retrieve/30>

Reduction in Force Policy

https://files.nc.gov/ncoshr/documents/files/Reduction%20in%20Force%20Priority_0.pdf

Unlawful Workplace Harassment Policy

https://files.nc.gov/ncoshr/documents/files/Unlawful_Workplace_Harassment_Policy_updated.pdf