



INDIANA *for* COMMISSION
HIGHER EDUCATION

**APPOINTING AUTHORITY
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY
AND ASSIGNMENT OF RESPONSIBILITY**

INDIANA COMMISSION FOR HIGHER EDUCATION

Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status. This policy statement applies to recruitment, selection, placement, training, promotion, transfer, rates of pay, and all other terms and conditions of employment. We will continue to comply with the spirit as well as the letter of applicable state and federal law.

Compliance with this policy statement is the individual responsibility of supervisors, managers, and other staff members whose duties related to employment, status, or tenure of employees. Further, all employees are expected to be aware of this policy statement.

In order to ensure compliance with this policy statement, I hereby designate the following duties related to affirmative action:

As the Agency's Appointing Authority, I acknowledge that I have overall responsibility for Equal Employment Opportunity at the Indiana Commission for Higher Education.

Each manager and supervisor within the agency is individually responsible for:

1. Ensuring equal opportunity for employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
2. Including EEO as an operating objective.
3. Recognizing that his/her job performance is evaluated on the basis of his/her equal employment opportunity efforts and results, in addition to other job-related criteria.

For this agency, Karn Lucero, Affirmative Action Specialist, serves as the Affirmative Action/EEO Contact. Her responsibilities include, but are not limited to:

1. Monitoring agency employment actions for compliance with this EEO policy statement.
2. Preparing the annual Affirmative Action Plan (or Policy Statement) and periodic AAP Monitoring Reports for the agency.
3. Identifying problem areas, if any, and recommending potential solutions to management.
4. Ensuring that EEO policies are communicated to all levels within the agency.

In coordination with the State Personnel Department, the individual responsible for human resource functions for the Indiana Commission for Higher Education will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, hires, promotions, transfers, demotions, lay-offs, recalls, and terminations.

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Should a complaint of discrimination or harassment on the basis of race, color, sex, religion, national origin, ancestry, age, disability, or any other statutorily protected class occur, such complaint will be promptly and thoroughly investigated and, if appropriate, remedial action will be taken including disciplinary actions up to and including dismissal, depending on findings of fact.

Questions or concerns regarding this policy statement, Equal Employment Opportunity, or Affirmative Action may be directed to Karn Lucero at 317-234-3110, klucero@spd.in.gov or 402 West Washington Street, Room W161, Indianapolis, Indiana 46204.



Teresa Lubbers, *Commissioner*
Indiana Commission for Higher Education.

4/2/12

Date