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INTRODUCTION

The Board of Regents has committed itself and the University of Minnesota to the Policy that there shall be no discrimination on the basis of race, creed, color, sex, or national origin.

As a Federal contractor the University must abide by the requirements of Executive Order 11246, the Rehabilitation Act of 1973, Revised Order No. 4, and the Vietnam Era Veterans Readjustment Assistance Act of 1972.

As a Recipient of Federal monies the University must abide by the requirements of Title VI and Title IX of the Civil Rights Act of 1964 and Title VII and Title VIII of the Public Health Service Act.

As an employer the University must also abide by the requirements of the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964.

If you feel that you have been discriminated against and you are an employee or an applicant for employment, or a student or an applicant for admission to the University, please contact the following office:

Lillian H. Williams, Director
Office of Equal Opportunity and
Affirmative Action
419 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-7969

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967
(P.L. 90-202) AS AMENDED

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EFFECTIVE DATE June, 1968
May, 1974 (Amended by the Fair Labor Standards Amendments of 1974, P.L. 93-259).

PROHIBITED ACTS This Act prohibits employers, employment agencies and labor organizations from discriminating against any individual between the ages of 40 and 65 on the basis of age.
By Employers:
To fail to refuse to hire or to discharge any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's age;
By Employment Agencies:
To fail or refuse to refer for employment, or otherwise to discriminate against any individual because of such individual's age, or to classify or refer for employment any individual on the basis of such individual's age.
By Labor Unions:
To exclude or to expel from its membership or otherwise to discriminate against any individual because of his age;

WHO IS COVERED? An employer or union must be engaged in an industry affecting commerce, and the employer must have 20 or more employees daily for twenty or more weeks a year. A union must have 25 or more members. The Act also covers a State or a political subdivision of a State, and any agency or instrumentality of a State, and any interstate agency.

EXEMPTIONS FROM COVERAGE/
EXCLUSIONS The federal government is not covered by the Act. Other individuals not covered by the Act include any person elected to public office in any State or political subdivision of a State by the qualified voters and other public appointments which are not subject to the civil service laws of a State government.

Exceptions are permitted where age is a bona fide occupational qualification, or where the employer or union is acting in accordance with the terms of a bona fide seniority system of employee benefit plan.

TIME LIMIT FOR FILING A COMPLAINT 180 days.

HOW IS A COMPLAINT MADE? By telephone or letter or in person to the Office of the Wage and Hour Division. No special form is required.

WHO CAN MAKE A COMPLAINT? Aggrieved employees or anyone acting on their behalf and organizations acting on their own behalf or another's.

FOR MORE INFORMATION CONTACT Wage and Hour Division
Department of Labor
Washington, D.C. 20210

or

Wage and Hour Division
110 South 4th Street
Minneapolis, Minn. 55401
(612) 725-2594

(P.L. 88-38)

EFFECTIVE DATE June, 1964
 July, 1972 (Education Amendments of 1972, P.L. 92-318)
 May, 1974 (Fair Labor Standards Amendments of 1974,
 P.L. 93-259).

PROHIBITED ACTS Any discrimination based on sex in wages (including overtime, sick and vacation pay) and fringe benefits (including health and life insurance, pension and other retirement benefits, profit sharing and bonus plans, credit union benefits) for equal work on jobs which require equal skill, effort, and responsibility, and which are performed under similar working conditions.

WHO IS COVERED? Generally, if your employer must pay you according to the minimum wage law, the employer is also covered by the Act. Amendments of 1972 extend coverage to executive, administrative and professional employees, including all faculty, and the amendments of 1974 extend coverage to most federal, state and local government employees. A labor organization is forbidden from causing or attempting to cause the employer to discriminate against employees on the basis of sex.

EXEMPTIONS FROM COVERAGE/EXCLUSIONS Exempted from coverage are: Military personnel of federal government. State and local elected public officials, their staffs, and appointed public officials with policy-making responsibility, and who are not subject to the civil service laws of the State, political subdivision, or agency.

Wage systems which result in unequal pay rates but are based on a merit system, a seniority system, a system that measures earnings by the quality or quantity of production or any other factor than sex are not covered by the Act. (However, each of these systems must be applied equally to men and women).

Employers are permitted to maintain fringe benefits policies which have a differential effect on persons because of their sex, if equal contributions are made for both groups.

TIME LIMIT FOR FILING COMPLAINT Suits for non-willful discrimination must be filed within two years of the time the discriminatory act occurred, or within three years for willful discrimination.

HOW IS A COMPLAINT MADE? By telephone or letter or in person to the office of the Wage and Hour Division. No special form is required.

WHO CAN MAKE A COMPLAINT? Agrieved employees or anyone acting on their behalf and organizations acting on their own behalf or another's.

FOR MORE INFORMATION CONTACT Wage and Hour Division
 Employment Standards Administration 110 South 4th Street
 Department of Labor Minneapolis, Minn. 55401
 Washington, D.C. 20210 or (612) 725-2594

REHABILITATION ACT OF 1973 (Sect. 503)

AS AMENDED (P.L. 93-112)

EFFECTIVE DATE 26 September 1973 (Law Signed)
7 December 1974 (Amended by Rehabilitation Act Amendments of 1974, P.L. 93-516).

PROHIBITED ACTS Any discrimination based on physical or mental disability in employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

WHO IS COVERED? The regulations apply to all government contracts and subcontracts for the furnishing of supplies or services or for the use of real or personal property (including construction) for \$2,500 or more. The contractor's agreement with a union cannot conflict with the non-discrimination and affirmative action requirements.

EXEMPTIONS FROM COVERAGE/EXCLUSIONS The Director of Office of Federal Contract Compliance may exempt certain facilities which he/she finds to be in all respects separate and distinct from activities of the prime contractor or subcontractor related to the performance of the contract or subcontract. In contracts with state or local government the clause does not apply to any agency or subdivision which does not participate in work on or under the contract or subcontract. The Specific contracts and classes on contracts may also be exempted under limited conditions.

AFFIRMATIVE ACTION REQUIREMENTS Within 120 days of the commencement of a contract every federal contractor or subcontractor holding a contract of \$50,000 or more and having 50 or more employees must prepare an affirmative action program in accordance with Title 41 CFR 60-741.5.

TIME LIMIT 180 days.

HOW IS A COMPLAINT MADE? By a letter to the Director of OFCCP. No special form is required.

FOR MORE INFORMATION CONTACT Office of Federal Contract Compliance Programs
Employment Standards Administration
Department of Labor
Washington, D.C. 20210
or
Chicago Regional Office
Department of Labor
854 Everett M. Dickson Bldg.
219 South Dearborn Street
Chicago, Illinois 60604
(312) 353-8887

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AS AMENDED
(P.L. 88-352)

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EFFECTIVE DATE July, 1965
24 March 1972 (Amended by Equal Employment
Opportunity Act of 1972, P.L. 92-261).
January, 1977 (Coordination of Enforcement of Title VI,
Title 28 CFR, Part 42, Subpart F, Sect. 42.401).

PROHIBITED ACTS No person in the United States shall, on the grounds
of race, color, or national origin, be excluded from
participation in, be denied the benefits of, or be
subjected to discrimination under any program or activity
receiving Federal financial assistance.

WHO IS COVERED? The scope of Title VI is widespread and includes
educational institutions, State governments, hospitals
and any sponsor or recipient of approximately 200 pro-
grams and numerous subprograms which are financed in
whole or in part by any agency of the Federal Government.

EXEMPTIONS FROM TITLE VI does not apply to any employment practice of
COVERAGE/EXCLUSIONS any employer, employment agency, or labor organization
except where a primary objective of the Federal finan-
cial assistance is to provide employment.

TIME LIMIT FOR FILING COMPLAINT 180 days.

HOW IS A COMPLAINT MADE? By a written complaint (letter). No form is specified.

WHO CAN MAKE A COMPLAINT? Any person or any specific class of individuals who
believes themselves to be subjected to discrimination
prohibited by this part may by him/herself or by a
representative.

FOR MORE INFORMATION CONTACT The Department of Justice is charged with the coordi-
nation of Enforcement of non-discrimination in Federally
Assisted Programs. Responsibility for enforcing Title
VI rests with the Federal agencies which extend finan-
cial assistance.

For Educational Institutions:

Office for Civil Rights
Health, Education, & Welfare
330 Independence Ave., S.W.
Washington, D.C. 20201

or

Office for Civil Rights
Region V
309 W. Jackson Boulevard
10th Floor
Chicago, Illinois 60606

EFFECTIVE DATE July, 1965
March, 1972 (Amended by Equal Employment Opportunity Act of 1972, P.L. 92-261).

PROHIBITED ACTS Any discrimination based on "race, color, religion, sex, or national origin..." in hiring, firing, promotion, wages, classification, employment referrals or assignment, extending or assigning the use of facilities, training, apprenticeships, fringe benefits, life insurance, pension and retirement programs and any other conditions or privileges of employment.

WHO IS COVERED? Employers of 15 or more employees, including public and private employees, public and private employment agencies, labor organizations, labor-management apprenticeship committees, state and local governments and educational institutions. Labor organizations which operate a hiring hall or office, or have 15 or more members are covered by Title VII.

EXEMPTIONS FROM COVERAGE/ EXCLUSIONS The federal government, the government of the District of Columbia, Indian tribes and bona fide private membership clubs are not covered by Title VII, although Title VII obliges the federal government to undertake an affirmative equal employment opportunity program.

Sex-based classification is permitted in the very narrow and limited circumstances where it can be shown to be a bona fide occupational qualification (BFOQ).

This title does not apply to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.

TIME LIMIT FOR FILING COMPLAINT 180 days.

HOW IS A COMPLAINT MADE? By a sworn complaint form which you may obtain from the Equal Employment Opportunity Commission (EEOC).

WHO CAN MAKE A COMPLAINT? Complaints may be filed by an individual, a class of individuals, a third party on behalf of others or a commissioner of EEOC.

FOR MORE INFORMATION CONTACT Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506

or

Chicago Regional Office
600 South Michigan Avenue, Rm. 611
Chicago, Illinois 60605
(312) 353-1223

TITLE VII (SECT. 799A) AND TITLE VIII (SECT. 845)
OF THE PUBLIC HEALTH SERVICE ACT (PHSA) AS AMENDED

EFFECTIVE DATE November, 1971 (Amended by the Comprehensive Health Manpower Training Act of 1971, P.L. 92-157 and by the Nurse Training Act of 1971, P.L. 92-158).
July, 1974 (Amended by the National Research Service Award Act of 1974, P.L. 93-348).
August, 1975 (Procedural Regulations, CFR Title 45, Subtitle A, Part 83).

PROHIBITED ACTS As a condition of receiving federal financial support, institutions may not discriminate, on the basis of sex: in admissions; in participation in any research or training program; against employees who work directly with applicants to or students in the program; in providing financial aid or any other benefit. Collective bargaining agreements applicable to employees covered by Titles VII and VIII may not discriminate on the basis of sex.

WHO IS COVERED? Schools of medicine, dentistry, osteopathy, pharmacy, optometry, podiatry, veterinary medicine, public health, nursing, allied health professions, affiliated hospitals, and undergraduate institutions which provide health training programs which receive federal financial support under any of its training programs, all of its training programs become subject to these Titles.

EXEMPTIONS FROM COVERAGE/EXCLUSIONS Title VII of PHSA was amended in 1974 to exclude from the sex discrimination provisions until June 30, 1979 any medical school in the process of changing its admission of women only to admission of both sexes, if the school is changing its admission policy in accordance with a plan approved by the Secretary of H.E.W.

AFFIRMATIVE ACTION REQUIREMENTS If OCR finds an institution has discriminated, it may require such action from the institution.

TIME LIMIT FOR FILING COMPLAINT 180 days.

HOW IS A COMPLAINT MADE? By letter addressed to OCR. No special forms are required.

WHO CAN MAKE A COMPLAINT? Any person or organization acting on their own behalf of that of any aggrieved person.

FOR MORE INFORMATION CONTACT Office of Civil Rights
Department of H.E.W.
Washington, D.C. 20201

or

Office of Civil Rights
Region V
309 W. Jackson Boulevard
10th Floor
Chicago, Illinois 60606

EFFECTIVE DATE 24 October 1972 (Amended by Vietnam Era Veterans Readjustment Act of 1974, P.L. 93-508).

PROHIBITED ACTS Any discrimination against any veteran because he/she is a disabled veteran or veteran of the Vietnam Era in employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

WHO IS COVERED? The regulations apply to all government contracts and subcontracts for the furnishing of supplies or services or for the use of real or personal property (including construction) for \$10,000 or more.

The contractor's agreement with a union cannot conflict with the non-discrimination and affirmative action requirements.

EXEMPTIONS FROM COVERAGE/EXCLUSIONS The head of any agency, with the concurrence of the Director, may exempt certain facilities which he/she finds to be in all respects separate and distinct from activities of the prime contractor or subcontractor related to the performance of the contract or subcontract. In contracts with state or local government the clause does not apply to agency or subdivision which does not participate in work on or under the contract or subcontract. Specific contracts and classes of contracts may also be exempted under limited conditions.

AFFIRMATIVE ACTION REQUIREMENTS Within 120 days of the commencement of a contract every government contractor or subcontractor holding a contract of \$50,000 or more and having 50 or more employees shall prepare an affirmative action program in accordance with Title 41 CFR 60-250.6.

TIME LIMIT FOR FILING COMPLAINT 180 days.

HOW IS A COMPLAINT MADE? By a letter to the Veteran's Employment Service of the Department of Labor through the local State employment office. No special form is required.

FOR MORE INFORMATION CONTACT Office of Federal Contract Compliance Programs
Veteran's Employment Service
Department of Labor
Washington, D.C. 20210

or

Veteran's Employment Representative
Minnesota State Department of Employment Services
390 North Robert Street
St. Paul, Minnesota
(612) 296-6791