



RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

Office of Employment Equity (OEE) Overview

Orientation for Biomedical and Biochemical PhD and MS Students

Joseph DaSilva, Intake, Support, and Training Specialist
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OFFICE OF EMPLOYMENT EQUITY

- **HUMAN RESOURCES**
 - OEE is a branch of Human Resources within University Human Resources.

- **OVERSEE UNIVERSITY POLICIES**
 - Among other things, conduct investigations into whether University employees are engaging in conduct that violates one of the four policies we oversee.

- **PROVIDE TRAINING**
 - Providing trainings within the University about various topics to help create harassment free work environment.



POLICIES

UNIVERSITY POLICY PROHIBITING WORKPLACE VIOLENCE

- Prohibits intentional physical contact with the intent to cause harm; threatening verbal or physical behavior that evidences an intent to cause harm; prohibits possession of a firearm.

UNIVERSITY TITLE IX POLICY & GRIEVANCE PROCEDURE

- Applies to sexual harassment that is: quid pro quo harassment, severe, pervasive, and objectively offensive; sexual assault; stalking; domestic violence.

UNIVERSITY POLICY PROHIBITING DISCRIMINATION & HARASSMENT

- Prohibits discrimination & harassment based on membership in a protect class, eg: race, sex, disability status, sexual orientation, gender identity, national origin, military service, veteran status, etc.
- Prohibits sexual harassment not covered by Title IX.

CONSCIENTIOUS EMPLOYEE PROTECTION POLICY

- Prohibits retaliation for exposing or threatening to expose, objecting to, refusing to participate in, testifying, or providing information about, a practice that the employee reasonably believes in the violation of the law and public policy.
- Investigate the retaliation, not the alleged illegal activities.

Protected Classes

| | | | | |
|-----------------------------|---------------------|---------------------------|----------------------------|--------------------------------|
| Race | Religion | Color | National origin | Ancestry |
| Age | Sex | Sexual orientation | Pregnancy | Gender identity and expression |
| Disability | Genetic information | Atypical hereditary trait | Marital status | Civil union status |
| Domestic partnership status | Military status | Veteran status | Any other protected by law | |

Office of Employment Equity Complaint Process

Fill out fillable PDF complaint form and submit via email, fax or mail



Staff contacts complainant for intake call to provide complaint process details and gather additional information



Director reviews complaint to determine if appropriate for investigation



If appropriate, complaint is assigned to investigator and issued to parties and respondent's supervisor



Investigator interviews parties and witnesses, reviews evidence to determine if policy violated



Investigator drafts report on findings, copies provided to parties and respondent's supervisor



Disciplinary action up to respondent's department

Confidentiality Policy



Need-to-know basis

Only complainant, respondent, and highest-level supervisor know about the complaint initially



Limited awareness

More immediate supervisors may be made aware on a need-to-know basis



Informed witnesses

Witnesses are given enough information to participate in the investigation intelligently

Confidentiality is maintained on a need-to-know basis to facilitate investigation while protecting privacy.

Retaliation



No retaliation

OEE policies prohibit retaliation against individuals who report complaints in good faith.



Participation protection

OEE policies prohibit retaliation against individuals who participate or refuse to participate in investigations.



Informed witnesses

OEE policies prohibit retaliation against individuals who protest alleged prohibited conduct.

OEE policies strictly prohibit retaliation for exercising rights under the policies.



1 57 US Highway 1, Cook Campus (ASB II)
848-932-3973

3 Joseph DaSilva, IST Specialist
jd1798@hr.rutgers.edu

Caitlyn Kelly, Associate Director
ck735@hr.rutgers.edu

2 employmentequity@hr.Rutgers.edu

4 <https://uhr.rutgers.edu/oeo/home>