


<i>Fair Employment Practices</i>	PENNSTATE HERSHEY  Milton S. Hershey Medical Center
Penn State Hershey Medical Center – Human Resources Manual	Policy Number: HR09
Authorized by: <i>Lisa Abbott, Chief Human Resource Officer, Penn State Hershey Medical Center Associate Vice President for Human Resources for Health Affairs, Penn State University</i>	
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POLICY

Penn State Hershey Medical Center (PSHMC) is an equal opportunity, affirmative action employer.

PURPOSE

The purpose of this policy is to insure Penn State Hershey Medical Center’s recruitment and selection processes are guided by a commitment to equal opportunity and affirmative action and meet Federal and State legislation.

PROCEDURE

A. NONDISCRIMINATION

1. Penn State Hershey Medical Center affirms a policy of nondiscrimination in all of its employment programs or activities.

B. EQUAL ACCESS

1. Penn State Hershey Medical Center is committed that all persons shall have equal access to employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by Penn State Hershey Medical Center policy, contract, or state or federal authorities, and that, Penn State Hershey Medical Center does not discriminate against any person because of age as defined by law, ancestry, color, disability, or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

C. EMPLOYEE RECRUITING THROUGH AGENCIES OR SOCIETIES

1. In all solicitations to placement agencies or societies, a statement must be made indicating that all qualified applicants will receive fair and equitable consideration of employment.

2. It is the responsibility of the Human Resources Department to coordinate all help wanted advertising. That office will see that suitable statements are included in the appropriate advertisements. Unless clearly necessary, (i.e. approved bona fide occupational qualifications for employment), any indication of sex or age will not be made.

D. REPORTS ON FAIR EMPLOYMENT PRACTICES

1. The Human Resources Office is responsible for answering requests for reports concerning employment practices. Therefore, any contracts from agencies or groups requesting such information or reports should be directed to that office.

APPLICATION

This policy applies to all PSHMC employees and selected applicants, including residents and physicians.

PERSON RESPONSIBLE FOR REVIEW OF POLICY

Chief Human Resource Officer

Initial Effective Date:

July 1, 2000

Review date(s):

April 10, 2006
April 14, 2008
December 28, 2009
December 31, 2010
December 19, 2011
December 21, 2012
December 18, 2013
December 10, 2014

Revision Date(s):

April 10, 2006
April 14, 2008

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