

## General Information

### HUMAN RESOURCES

The Division of Human Resources provides human resource management services for all employees in the academic and administrative areas including student employees, research and graduate assistants, college work study and temporary employees on all campuses. The division comprises the following areas: HR Administration, Recruitment Services, Compensation Administration, Employee and Labor Relations, Payroll and Employee Records, Benefits Administration, HR Management Systems, Talent Management and Development, and Equal Opportunity Programs and Diversity, Employee Assistance Programs and Human Resources Relations and Human Resources (Herbert Wertheim College of Medicine).

The Modesto A. Maidique Campus (MMC) office is located in PC 224, (305) 348-2181. The Biscayne Bay Campus (BBC) office is located in LIB 322, (305) 919-5545. For additional information, visit the Division of Human Resources website at: [www.fiu.edu/hr](http://www.fiu.edu/hr).

### AMERICANS WITH DISABILITIES ACT (ADA)

The Director for Equal Opportunity Programs is the University's ADA Coordinator and has responsibility for ensuring access to employment, academic and public programs for persons with disabilities. The Disability Resource Center is responsible for student accommodations which include the provision of auxiliary aids and services to ensure access to academic programs.

### EQUAL OPPORTUNITY PROGRAM

Florida International University is committed to equal opportunity and diversity for all Students, Employees and Applicants for employment. EOPD is responsible for the development, implementation and monitoring of diversity, equity and affirmative action programs, policies and procedures to ensure equal employment opportunity without regard to age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status or gender information. This is accomplished by various programs, goals and initiatives:

- The University's Affirmative Action Plan for Women and Minorities, and for Individuals with Disabilities and Veterans and the Florida Equity Accountability Plan;
- American with Disabilities Act (ADA)
- Diversity Initiatives
- External Partnerships
- Minority Scholarships
- Position Vacancy Announcements/Hiring Recruitment
- Internal and External investigations
- Training

The Director of the Office of Equal Opportunity Programs and Diversity is the campus Equity Officer responsible for concerns in all areas of discrimination. The office is

located on the MMC campus in PC 215, (305) 348-2785. For additional information, visit the Office of Equal Opportunity Programs website at: [www.fiu.edu/~eop](http://www.fiu.edu/~eop).

### HIV/AIDS POLICY

Students and employees of the University who may become infected with the HIV/AIDS virus will not be excluded from enrollment or employment or restricted in their access to University services or facilities, unless individual medically-based judgments establish that exclusion or restriction is necessary for the welfare of the individual or for other members of the University community. The University has established an HIV/AIDS Committee which includes representatives from major University divisions and other staff as appropriate. The Committee is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the University's Policy on HIV/AIDS in specific cases, and coordinating the University's efforts in educating the University community on the nature of the disease. In addition, the Committee will meet as needed to consider individual occurrences of the disease which require University action.

Persons who know or suspect they are HIV-positive are expected to seek expert medical advice and are obligated, ethically and legally, to conduct themselves responsibly for the protection of others.

The University has designated HIV/AIDS counselors on both campuses who are available to provide further information on this subject. The entire HIV/AIDS policy is located on the FIU Health Care and Wellness Center web site:

<http://www.fiu.edu/~health/clinicalservices/HIVpolicy.htm>.

Contact the Health Care and Wellness Center for more information at MMC (305) 348-3080 or at BBC, (305) 919-5620.

### SEXUAL HARASSMENT, NONDISCRIMINATION, EDUCATIONAL EQUITY

All members of the University Community are entitled to study and work in an atmosphere free from illegal discrimination. Florida International University's equal opportunity policy prohibits discrimination against students and employees on the basis of their race, color, creed, age, disability, sex (including sexual harassment), religion, marital status, national origin, or sexual orientation. Under the policy, it does not matter whether the discrimination was intended or not; the focus is on whether students or employees have been treated differently or subjected to intimidation, or a hostile or offensive environment as a result of their belonging to a protected class or having a protected status. Sexual harassment includes unwelcome physical contact of a sexual nature, overt or implied threats to induce performance of sexual favors, verbal harassment, use of sexually suggestive terms, or display or posting of sexually offensive pictures.

Any employee, applicant, or student who believes that he or she may be a victim of unlawful discrimination may file a complaint with the Office of Equal Opportunity Programs, PC 215, MMC (305) 348-2785.

## **DEPARTMENT OF PUBLIC SAFETY & UNIVERSITY POLICE DEPARTMENT**

### ***The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)***

All postsecondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the *Clery Act* regulations. Although *Clery Act* compliance is an institutional responsibility, full compliance is a campus wide effort, and concerns all members of the Community. Policy statements must be developed and crime reports must be collected from a wide variety of campus security authorities.

These authorities include: Campus Police; Non-police security staff responsible for monitoring campus property; individuals and offices to which crimes should be reported; and Officials of the University with significant responsibility for student and campus activities.

- The University Campus Police publish an annual Campus Security Report every year by October 1st containing three years of campus crime statistics and specific campus security information including university policy statements.
- Disclose crime statistics for the FIU campuses and areas immediately adjacent to the campus and certain non-campus facilities and other remote university properties. The statistics must be gathered from campus police or security, local law enforcement and from other university officials such as deans, directors and department heads, who have significant responsibility for student and campus activities. The crime statistics may be found on the University Police website listed below.
- Provide “timely warning” notices of specific crimes that occurred on campus, or within the jurisdiction of the campus police (or those reported to the campus police in areas adjacent to the campuses of FIU).
- The FIU University Police Department is responsible for preparing and distributing the Campus Security Report. The Campus Police Department works with local police departments and all university departments to compile the information contained in the annual report.

The Public Safety Department encourages the FIU community to pick up a copy of the Campus Security Report as a guide for safe practices on and off campus.

The Campus Security Report is available on the University Police website (<http://police.fiu.edu>).

(U.S. Department of Education, 2005)



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