

Equal Employment Opportunity (EEO) – STAFF HANDBOOK

The University is an equal opportunity employer and is committed to making employment decisions on the basis of merit. We want to have the best available person in every job. The University prohibits discrimination based on race, color, age, national origin, sex, physical or mental disability, or any other basis protected by applicable federal, state, or local laws. This commitment applies to all persons involved in the operation of the University and prohibits discrimination by any employee of the University, including supervisors and coworkers. As a religious institution, PLNU retains the right to exercise religious preference in employing faculty and staff who agree with and support the religious mission of the University.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the University will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor, or the Associate Vice President for Human Resources, and request such an accommodation. The individual with the disability should work with the University to identify an appropriate accommodation so that he or she can perform the job. If the accommodation is reasonable and will not impose an undue hardship, the University will make the accommodation. If more than one reasonable accommodation exists, the University will decide which one will be provided.

If you believe you have been subjected to prohibited discrimination, submit a written complaint to the Associate Vice President for Human Resources. Your complaint should be specific and include the names of the individuals involved, the names of any witnesses, and the approximate dates of any events involved. The University will undertake an investigation and attempt to resolve the situation. If the University determines that its policies have been violated, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination or retaliation. The University will not retaliate against you for filing a good faith complaint or participating in an investigation, and it will not knowingly permit retaliation by supervisors or your coworkers.

Non-discrimination Policy – (Public Recruiting Site)

Point Loma Nazarene University does not discriminate on the basis of race, color, national origin, gender, age, disability or status as a veteran in any of its policies, practices or procedures. Women and minorities are encouraged to apply.

Although we do seek to recruit students of the Christian faith and to create an institutional environment conducive to their growth in Christ, we do not require that students be confessing Christians. We welcome and value as students persons of every background and faith. As a Christian community, we expect that all of our students will respect the nature of our community, learn about our traditions and participate in our community practices. PLNU affirms that a Christian liberal arts education includes an understanding of and appreciation of the differences in faith, living, and practice.

As a religious institution, PLNU retains the right to exercise religious preference in employing faculty and staff who agree with and support the religious mission of the University. You may find it helpful to learn more about our sponsoring denomination: [Church of the Nazarene](#).