

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 is comprised of the following areas: HR Administration, Workforce Recruitment, Compensation Administration, Employee and Labor Relations, Payroll and Employee Records, Benefits Administration, HR Systems and Information Technology, Organization Development and Learning, and Equal Opportunity Programs.

The University Park office is located in PC 224, (305) 348-2190. The Biscayne Bay Campus office is located in LIB 322, (305) 919-5545. For additional information, visit the Division of Human Resources website at: 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 Office administers a central budget used to fund the costs of reasonable accommodations for University employees and applicants for employment. 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 PROGRAMS

This office provides leadership and direction in the administration of the University's equalization programs for women and minorities in several ways. It prepares the University's annual Affirmative Action Plan and the State Equity Accountability Plan, assists University units in implementing and monitoring affirmative action procedures; provides oversight to the University Diversity Program; provides a channel for employee and student grievances regarding discrimination, or issues indicating a need for additional affirmative actions; administers implementation of the Policy to Prohibit Sexual Harassment; coordinates University compliance with the Americans with Disabilities Act and with Title IX of the Education Amendments of 1972, and promotes effective relationships between the University and community organizations. Equal Opportunity Programs also administers the State University System's scholarship programs funded for the purpose of increasing minority enrollment. In addition, the Office maintains a liaison relationship with State and Federal agencies dealing with EEO and affirmative action. The Office is located in PC 215, University Park, (305) 348-2785. For additional information, visit the Office of Equal Opportunity Programs website at: 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 the University Park Campus, (305) 348-3080 or at the Biscayne Bay Campus, (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, University Park, (305) 348-2785.