

Office of Human Resources

Human Resources

The Office of Human Resources supports the University's goal of creating and maintaining a learning environment in which the rights of all are respected. This office encourages the entire University to become personally involved in enriching the campus through support of enhanced equal opportunity and diversity. The Human Resources office reaffirms the University's commitment to equal opportunity and diversity through the promotion of understanding, tolerance and respect for others, and ensures that the University community understands and complies with federal and state laws and California University policies with respect to Equal Opportunity, ADA and Title IX.

Services

The Human Resources office helps students and employees resolve concerns and complaints regarding harassment, discrimination and disability. It strives to help any student, faculty member or employee who needs information or assistance or has a concern about Equal Opportunity, ADA, Title IX or Sexual Harassment policies. For more information, visit: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/>

The Human Resources office's support services are provided in the following areas in compliance with state and federal laws:

Equal Opportunity, Diversity, Compliance and Equity

The Special Assistant for EEO (who is also the Title IX Coordinator) strives to enhance diversity in the University community through working with diversity committees/groups, special projects, trainings, etc.

Discrimination and Title IX Complaints

The responsibility for investigating complaints is vested in the Human Resources office under the direction of the Special Assistant for EEO (who is also the Title IX Coordinator). The **Complaint Intake Form** is available at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/complaint-form.jsp>

Complete information regarding policies, procedures, and the informal and formal complaint processes can be found in both the **Campus EEO Policy** (*Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity*) and the **Gender-Based/Sexual Misconduct (Title IX) Policy**, which are both available at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/social-equity-policies.aspx>

Equal Opportunity: Online Training Programs

Pennsylvania's State System of Higher Education mandates that all universities conduct sexual harassment awareness training with new students. Additionally, the University is committed to providing an environment free from discrimination on the basis of sex. *Title IX of the Education Amendments of 1972* protects persons from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. California University of Pennsylvania provides many resources to administration, faculty and staff, as well as students, to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct, stalking and dating/domestic violence. To this end, California University of Pennsylvania also offers through the Human Resources office an online training program(s) regarding Title IX legislation. In addition to the Title IX online training program, the Human Resources office is requiring that **all personnel** (*administration, faculty and staff*) and **all students** complete the required E.O./discrimination prevention training courses annually.

Location and Hours

Human Resources is located in Dixon Hall, Room 408, 724-938-4427. Office hours are 8 a.m. to 4 p.m. Monday through Friday. Evenings and weekends are by appointment only.