

FSS Policy for Diversity

Revised: 12/13

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Issue No. 3

Reviewer: Chair, FSS Diversity Committee and Assistant Vice President, Human Resources

Effective Date: 08/01/07 (EY3)

Review Date: 12/16

01. POLICY STATEMENT

01.01 Diversity: The Finance and Support Services Division (FSS) defines diversity as a process to include all individuals regardless of differences that set individuals apart. These differences include but are not limited to race, ethnicity, age, gender, sexual orientation, disability, or class. Every individual varies in experiences. It is our goal to utilize those dynamic experiences to strengthen the workforce of Texas State.

Each FSS employee is a representative of our collection of valuable assets to the FSS Division. By valuing differences, we demonstrate our commitment to treating everyone with fairness and respect. We intend to be consistent in our policies of fairness and respect. In order to fulfill consistency, it is important to set the standard for uniform application of university policies, procedures, regulations, work rules, and requirements.

01.02 Code of Conduct: The FSS Division of Texas State University is dedicated to the pursuit of excellence and facilitation of an environment that fosters diversity. Central to that pursuit is the guiding principle of treating all employees with respect and fairness. To encourage all employees to uphold this principle of respect, the division prohibits discrimination and harassment, in accordance with UPPS 04.04.46, [Prohibition of Discrimination or Harassment](#). We also promote the idea of equal opportunities to all employees regardless of their differences. When actions are found to violate this pursuit, the supervisor will take prompt action to cease the offending conduct, prevent its reoccurrences and discipline those responsible, in accordance to UPPS 04.04.40, [Disciplining and Terminating Staff Employees](#).

02. PURPOSE

02.01 The purpose of this policy is to foster an environment, in every FSS department, that:

- a. Groups, as well as individuals, are appreciated for their differences and treat each other with respect;

- b. Employees understand and appreciate the backgrounds, culture, and perspectives of many different groups and are responsive to the uniqueness of each individual;
- c. Individuals reach beyond their own experiences to appreciate and work effectively with people different from themselves; and
- d. All employees receive support for reaching their full potential in pursuit of the University objectives.

02.02 FSS recognizes that diversity includes more than race, ethnicity, gender, age and nationality. It is not easy to accept the validity of another person's values. Valuing diversity requires a change, in individuals, in the way we do business and how we interact with each other. This reformation of practices will eventually change the perspectives within our departments.

03. GOALS

03.01 Build on the foundation of equality of opportunity and diversity, and embrace these concepts as necessary to ensure fair representation and treatment of diverse employees.

03.02 Establish a strategic plan for raising awareness and teaching skills that foster an inclusive environment about diversity.

03.03 Ensure equal employment opportunity and encourage upward mobility for all of our employees.

03.04 Create an organizational culture that fosters individual understanding and accountability for learning about and appreciating employee differences.

03.05 Make valuing diversity a core value, one which is practiced and communicated.

03.06 Provide training opportunities for managers and supervisors to understand the importance of inclusion and to transmit that knowledge to their coworkers.

04. STRATEGY

04.01 FSS must work hard to create an atmosphere of inclusion, thereby increasing the consciousness and appreciation of those differences, as well as increasing the respect for uniqueness of each individual.

- a. We must strive to recruit, retain, develop, and promote a diverse workforce in an effort to be more responsive to the service needs of our customers.

- b. For FSS to continue to provide competent, quality services, we cannot ignore the changing demographics. In order to be effective, we need to reflect the diversity of the customers we serve.
- c. It is imperative that we recruit, hire, retain, develop and promote highly capable and productive employees in to the division. To achieve this goal, we need to attract qualified individuals, and ensure that employees achieve their full potential.
- d. We must create initiatives that address diversity and include the full participation of all employees. We are committed to providing excellent customer service. We can achieve this by fostering a workforce that values and reflects the diversity of our society.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Date</u>
Chair, FSS Diversity Committee	Review	December (E3Y)
Assistant Vice President for Human Resources	Review	December (E3Y)

06. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Chair, FSS Diversity Committee, Co-Reviewer

Assistant Vice President, Human Resources, Co-Reviewer

Vice President, Finance and Support Services

Approved: _____
Reviewer

Approved: _____
Reviewer

Approved: _____

Vice President for Finance and Support Services