

Duquesne University Employment Policies

The mission statement of Duquesne asserts: “Duquesne serves God by serving students through profound concern for moral and spiritual values; through the maintenance of an ecumenical atmosphere open to diversity; and through service to the Church, the community and the world.” This mission statement compels us to provide a work environment which is free from discrimination of all types, and promotes healthy, safe and positive surroundings for all University employees.

In order to accomplish this, Duquesne is highly committed to several policies, all of which are built on the foundation of our mission statement. These policies are as follows: Equal Employment Opportunity and non-discrimination; a policy against sexual harassment; a policy for a drug-free workplace; and a commitment to maintaining a safe and secure campus.

Affirmative Action, Equal Employment Opportunity and Human Relations in the Workplace

Equal Employment Opportunity

No qualified person seeking employment with, or advancement with, the University shall be excluded from the recruiting process. Duquesne University does not discriminate on the basis of race, creed, color, sex, national or ethnic origin, handicap, disability or age.

Sexual Harassment

No member of the Duquesne University community may sexually harass another. Any employee or student will be subject to disciplinary action for violations of this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of sexual nature constitute harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's initial employment or education;

Submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating and intimidating, hostile, or offensive employment, educational, or living environment.

Because of the potential for sexual harassment in certain situations, it is University policy that no faculty member may date or have an exclusive social relationship with a student whom the faculty member is currently teaching, nor may a supervisor date or have an exclusive social relationship with a person in the supervisor's department.

Any student or employee having a complaint of sexual harassment or discrimination on the basis of race, creed, color, sex, national or ethnic origin, handicap, disability, or age should notify the University's Affirmative Action Officer or the Office of Human Resource Management (See The Administrative Policy #39 for additional information).

In the event of an actual assault, the Director of Public Safety, his investigative staff, and the appropriate senior University officials will be notified immediately.

Also implicit in the University's mission statement is the conviction that drug use and abuse do not have any place within our University community. Duquesne is committed to providing a drug-free workplace:

Drug-Free Workplace

The Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989 mandate that employers that receive federal grants inform all employees of their policies regarding a Drug-Free Workplace.

For Duquesne University, this would be a reiteration of traditional beliefs that drug use and the unlawful possession of controlled substances goes against the very heart of this institution. Our University policy regarding drugs in the workplace is as follows:

Employees are expected and required to report to work on time and in an appropriate physical condition for work. It is our intent to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, possession or use of a controlled substance on University premises or while conducting University business off University premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may also have legal consequences.

The University recognizes drug dependency as an illness and major health problem. The University also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek assistance through Health Services and their health insurance plans as appropriate. Conscientious efforts by employees to seek help will not affect an employee's job and will be kept in strictest confidence.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of a conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

College and University Security Information Act and U.S. Student Right to Know and Security Act

The College and University Security Information Act, Act 73 of 1988, has mandated that certain data be published on an annual basis by each institution of higher education in the Commonwealth of Pennsylvania, relating to the number and per-capita rate of certain types of crimes reported to have occurred at the institution, and the security measures that are in place to reduce the risk criminal victimization for members of the community.

In compliance with these requirements, Duquesne University is required to advise all prospective employees of the most recent crime statistics. In addition, annually, all employees are notified of these statistics through an article in The Times. A copy of the most recent report is included with this brochure. Annual updates are also available on request from the Office of Human Resource Management.

The Duquesne University Department of Public Safety offers variety of ongoing programs designed to educate and sensitize members of the community to crime prevention and safety issues, particularly the recognition and appraisal of a crime risk and the most effective protective measures. Personal safety and self-protection programs for employees are offered to suggest risk reduction strategies.

A variety of pamphlets, brochures and posters are used to supplement these programs. Any individual interested in attending or scheduling a program is invited to contact the Department of Public Safety at (412) 396-5501.

Office of Human Resource Management
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