### GENERAL ACTION PLANS

<table>
<thead>
<tr>
<th>ACTION ITEM(S)</th>
<th>RESPONSIBILITY UNIT(S)/OFFICIAL(S)</th>
<th>TARGET DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check all relevant bulletin Departmental boards to assure that all required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>posters and notices are displayed and replace any which are missing.</td>
<td>Departmental Secretaries</td>
<td>Monthly (ongoing)</td>
</tr>
<tr>
<td>Analyze existing upward career paths with emphasis on job Groups having</td>
<td></td>
<td></td>
</tr>
<tr>
<td>substantial concentrations of minorities and women.</td>
<td>Human Resources</td>
<td>Completed June 1990 and June 1996</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review by June 30, 2001</td>
</tr>
<tr>
<td>Maintain liaison with local training/educational institutions to request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>assistance in recruiting minority and female applicants in underutilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>areas.</td>
<td>Human Resources</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Incorporate EEO efforts into supervisory performance appraisal.</td>
<td>VP’s, Directors, Deans</td>
<td>Adopted December 1989</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ongoing)</td>
</tr>
<tr>
<td>Analyze impact of selection process on minorities and women.</td>
<td>EOO and Human Resources</td>
<td>Annual</td>
</tr>
<tr>
<td>Establish minority faculty and staff advisory group</td>
<td>CEO</td>
<td>Adopted September 1988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ongoing)</td>
</tr>
<tr>
<td>Develop action programs for &quot;underutilized&quot; job groups (see Section X.B.)</td>
<td>EOO</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
### SECTION X. DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS

#### B. GENERAL ACTION PLANS

<table>
<thead>
<tr>
<th>JOB GROUP</th>
<th>MINORITY</th>
<th>FEMALE</th>
<th>ACTION PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>2</td>
<td></td>
<td>EOO encourages application from internal applicants and administrative support of career development.</td>
</tr>
<tr>
<td>1B</td>
<td>9</td>
<td>6</td>
<td>Departments to make greater use of professional journals, networking, tracking and female/minority organizations.</td>
</tr>
<tr>
<td>1C</td>
<td>2</td>
<td>5</td>
<td>Departments to advertise through Jobs Hotline and local labor office.</td>
</tr>
<tr>
<td>1D</td>
<td>4</td>
<td>3</td>
<td>Same as 1C, plus use UGA Career Planning and Placement Office.</td>
</tr>
<tr>
<td>2</td>
<td>46</td>
<td>107</td>
<td>Deans and departments to emphasize tracking, personal recruiting, and use of EOO listing services to invite applications. Post-docs, temporaries, and visiting appointments to be used as recruiting base.</td>
</tr>
<tr>
<td>3A</td>
<td>2</td>
<td>5</td>
<td>Human Resources to make greater use of UGA Career Planning and Placement and local labor office.</td>
</tr>
<tr>
<td>3B</td>
<td>8</td>
<td>24</td>
<td>Extension recruiters to emphasize contacts with 1890 Land Grand Institutions and undergraduate tracking.</td>
</tr>
<tr>
<td>3C</td>
<td>3</td>
<td>4</td>
<td>Human Resources to emphasize contact with local labor office and vocational-technical sources.</td>
</tr>
<tr>
<td>3D</td>
<td>4</td>
<td>6</td>
<td>Directors and department heads to make greater use of EOO listings and professional networking.</td>
</tr>
<tr>
<td>3E</td>
<td>1</td>
<td>3</td>
<td>Emphasize use of USGA Applicant Clearinghouse and UGA services.</td>
</tr>
<tr>
<td>3F</td>
<td>14</td>
<td>8</td>
<td>Directors and department heads to make more extensive use of UGA Career Planning and Placement services.</td>
</tr>
<tr>
<td>3G</td>
<td>3</td>
<td></td>
<td>Health Services to emphasize use of professional journals and MCG placement.</td>
</tr>
</tbody>
</table>
## EMPLOYMENT ACTION PROGRAMS

<table>
<thead>
<tr>
<th>JOB GROUP</th>
<th>MINORITY</th>
<th>FEMALE</th>
<th>ACTION PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3H</strong></td>
<td>4</td>
<td>1</td>
<td>Directors and department heads to emphasize use of UGA Career Planning and Placement Services</td>
</tr>
<tr>
<td><strong>3K</strong></td>
<td>16</td>
<td>2</td>
<td>Director to emphasize recruiting through internships at entry level and internal career development.</td>
</tr>
<tr>
<td><strong>3L</strong></td>
<td>2</td>
<td>2</td>
<td>Health Services to emphasize recruitment through local labor office and MCG.</td>
</tr>
<tr>
<td><strong>4A</strong></td>
<td>19</td>
<td>9</td>
<td>Human Resources to emphasize local entry level recruiting (vocational-technical and high school) plus internal advancement.</td>
</tr>
<tr>
<td><strong>4B</strong></td>
<td>55</td>
<td></td>
<td>Same as 4A above.</td>
</tr>
<tr>
<td><strong>4C</strong></td>
<td>11</td>
<td></td>
<td>Same as 4A above.</td>
</tr>
<tr>
<td><strong>4D</strong></td>
<td>6</td>
<td></td>
<td>Same as 4A above.</td>
</tr>
<tr>
<td><strong>5A</strong></td>
<td>19</td>
<td>30</td>
<td>Hiring units and Personnel Services to emphasize local UGA placement and vocational-technical recruitment sources.</td>
</tr>
<tr>
<td><strong>5C</strong></td>
<td>2</td>
<td></td>
<td>Use UGA Career Planning resources.</td>
</tr>
<tr>
<td><strong>5D</strong></td>
<td>2</td>
<td>2</td>
<td>Human Resources to reinforce contacts with local vocational-technical and labor office.</td>
</tr>
<tr>
<td><strong>6A</strong></td>
<td>2</td>
<td>1</td>
<td>Shop foremen/supervisors to emphasize career development and internal advancement. Human Resources to recruit from skilled crafts locally.</td>
</tr>
<tr>
<td><strong>6B</strong></td>
<td></td>
<td>7</td>
<td>Personnel Services to maintain recruiting contact with vocational-technical and local labor office.</td>
</tr>
<tr>
<td><strong>6C</strong></td>
<td>1</td>
<td>1</td>
<td>Same as 6B above.</td>
</tr>
<tr>
<td><strong>7A</strong></td>
<td>33</td>
<td>27</td>
<td>Emphasize internal recruitment from feeder groups.</td>
</tr>
<tr>
<td><strong>7B</strong></td>
<td></td>
<td>15</td>
<td>Personnel Services to emphasize local recruitment.</td>
</tr>
<tr>
<td><strong>7C</strong></td>
<td>3</td>
<td>6</td>
<td>Director to emphasize job security and training for advancement through ranks.</td>
</tr>
<tr>
<td><strong>7E</strong></td>
<td></td>
<td>17</td>
<td>Personnel Services to emphasize local hire and advancement.</td>
</tr>
</tbody>
</table>
SECTION XI. SUPPORT OF ACTION PROGRAMS

A. IMPROVEMENT OF EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN

1. The Job Online System IPAWS (Integrated Position, Applicant, and Workforce System) [http://www.hr.uga.edu/](http://www.hr.uga.edu/) will be operated by UGA Office of Human Resources on a 24-hour per day basis to provide information on the following categories:

   a. View the vacancies on the UGA Executive & Faculty Search Group (USGA internal executive search unit.) [http://www.hr.uga.edu/recruitment/efsg/efsg.html](http://www.hr.uga.edu/recruitment/efsg/efsg.html)
   b. Search and apply for staff openings at UGA
   c. Search and apply for faculty and administrative openings in the university system of Georgia Applicant Clearinghouse. [http://asg.citp.uga.edu/ach/](http://asg.citp.uga.edu/ach/)

2. UGA Human Resources will be used as institutional liaison to the Athens Area Vocational-Technical Institute in recruitment of underutilized categories.

3. The UGA Black Faculty and Staff Organization (BFSO) will serve as recruiting liaison to minority individuals and to local minority organizations to include the local NAACP chapter.

4. UGA Office of Human Resources will establish recruiting liaison as required in coordination with UGA Physical Plant Division to aid in the recruitment of females and minorities into service, trades, crafts, and technical areas on which training is offered by the Athens Area Vocational Technical Institute.

5. The UGA Office of Human Resources provides Faculty & Staff openings on the IPAWS System [www.hr.uga.edu/recruitment/employment/Employment.html](http://www.hr.uga.edu/recruitment/employment/Employment.html)

6. Regular faculty and administrative position vacancies will be listed with the University System of Georgia Applicant Clearinghouse

7. All full-time positions will be listed with the Athens office of the Georgia Department of Labor.

B. IMPROVEMENT OF EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN NOT CURRENTLY IN THE WORKFORCE

1. Faculty & Staff Openings are viewable for everyone through the IPAWS system [www.hr.uga.edu/recruitment/employment/Employment.html](http://www.hr.uga.edu/recruitment/employment/Employment.html)
C. INFORMATION BASE

Development of an extensive information base is necessary to meet compliance agency requirements

1. EMPLOYEE DATA

Basic data in the computer bank will be maintained for each employee. This information includes:

a. Name and social security number;

b. Sex;

c. Racial/ethnic identification;

d. Date of birth;

e. Employment type;

f. Job title, employment classification type, and level;

g. Employee status - full or part time, permanent, or temporary;

h. Employment history within the University including date of original hire;

i. Educational level;

j. Department and major administrative unit where employed; and,


2. DATA CATEGORIES

Data can be organized for review purposes by:

a. Major administrative units and departments;

b. University employment type classification;

c. EEO federal category titles; and,

d. Level within employment type for nonacademic and academic employees.

D. RECRUITING PROCEDURES

EEO Category 1 and 2 Recruiting Procedures for regular appointees are calculated to reach a representative cross-section of the potential applicant pool.
1. All regular faculty, administrative and certain professional noninstructional positions must be described in writing and advertised or publicized nationally via appropriate professional media or correspondence calculated to reach a broad race/sex cross-section of the profession or discipline. Such methods as the following may be used:

a. Making position vacancies known via the internet to sources of qualified women and minorities such as predominately female and predominately black institutions through the University System of Georgia Applicant Clearinghouse.

b. Contacting noncollegiate institutions who employ persons with qualifications similar to those required by higher education faculty such as, independent research institutes, libraries, hospitals, industries, governmental agencies, and related organizations as appropriate;

c. Contacting women and minority group persons who are candidates for graduate degrees at institutions of higher education and "tracking" the careers of promising graduates of this institution who might later be recruited as candidates for positions at UGA;

d. Contacting minority persons and women who are members of various professional and specialized organizations through professional journals; and,

2. Each administrator with hiring authority should address recruitment for all vacant positions, both faculty and nonfaculty, as an integral part of budget preparation.

3. The Equal Opportunity Office provides this website www.edonline.com/cq/hbcu/ of predominately black colleges and universities to any department requesting such information.

4. The University System Applicant Clearinghouse maintains files of registrants, including women and minority persons, who are interested in professional, academic, and administrative positions at The University of Georgia. (See Appendix G.)

5. Within operational requirements of the respective academic units, women and minority faculty members and staff will be included in at least the percentage which they represent on a given faculty on all search and screening committees seeking faculty members, administrators, or persons for professional noninstructional positions.

6. In the search process, efforts should be made to contact minority or female colleagues for nominations in areas where underutilization exists.

\footnote{See Appendix F}
7. All search committees, department chairpersons and ad hoc committees screening applicants shall document efforts to reach minority and female potential applicants.

8. All search committees should be informed by the appointing official of affirmative action procedural requirements.

9. Part-time Faculty

Within fiscal and time constraints, the same qualification and affirmative action efforts will be applied to part-time employees as to full time, aside from national search requirements.

10. Temporary Administrative, Faculty, or Professional Positions

Temporary positions are defined for the purpose of affirmative action as those where the appointment of a person holding the position is time-limited because of special funding or where, due to operational exigencies, an essential function is not covered and there is insufficient time for advertising. Emergency situations are those which create unforeseen vacancies. Efforts should be made, even in circumstances dictating immediate local hire, to find the best qualified person immediately available. Individuals employed in such temporary positions must be informed that, should that position develop into one available for regular appointment, the temporary employee may apply for the position but may not be accorded preferential consideration based upon his/her incumbency in that position in a temporary capacity. If a temporary vacancy becomes open to regular appointment, the hiring unit may seek authority to appoint the temporary incumbent directly as a regular employee if the temporary appointment was the product of a competitive search which meets the affirmative action standards for regular appointment.

E. MONITORING OF EEO/AFFIRMATIVE ACTION RECRUITMENT EFFORTS IN POSITIONS REQUIRING APPROVAL OF THE USGA BOARD OF REGENTS

Forms have been developed for the collection of data on faculty and administrative recruiting efforts. Basic data as to the race/sex composition of the applicant pool will be recorded at the hiring unit level and summarized using the appropriate form for forwarding to the EEO Unit Coordinator. (See Appendix M.)

1. Appointment recommendations will be reviewed at each approval level, before forwarding, to ensure that EEO/AA documentation has been collected and recorded.

2. Each Vice President will ensure that the materials accompanying any hiring recommendation to be forwarded to the President are supported by the following:
a. Assurance that affirmative action has been undertaken to locate qualified potential applicants of any underutilized\(^2\) group; and,

b. Documentation of the job-related reasons why the person being recommended for the position is the best qualified candidate available.

3. When forwarding recommendations for appointments to the President and subsequently to the Board of Regents, the Faculty Records Office will ensure the following documents accompany such recommendations:

a. A statement of the school, college, or department's affirmative action efforts;

b. Any form(s) required by the Board of Regents outlining efforts made to ascertain availability of qualified female and minority potential applicants for the position in question; and,

c. Basis for determination that the person recommended is the best qualified candidate available for the position.

4. In the event any Board of Regents' required affirmative action documentation has not accompanied the recommendation, the recommendation to the Board of Regents will be held by Faculty Records until such documentation is furnished.

F. CLASSIFIED POSITION

Recruiting procedures ensure that affirmative action processes are carried out and that both qualified current employees as well as qualified external applicants are considered for open positions regardless of their race, sex, color, religion, national origin, age, disability, or veteran status. The following procedures are adopted subject to modifications as appropriate by policies adopted and circulated by Office of Human Resources:

1. Openings for classified positions must be listed with the Office of Human Resources before any candidate to fill the opening may be formally considered; and,

2. Documentation of composition of applicant pool will be prepared by Office of Human Resources (classified) and/or the hiring unit (other) and maintained for reporting to the EEO Unit Coordinator.

3. Jobs must be posted for a minimum of five working days.

a. All classified job vacancies will continue to be publicized electronically, as well as on the Office of Human Resources through the IPAWS System.

\(^2\)See page 2, note 2, Introduction.
b. The Office of Human Resources will continue to emphasize the availability of all levels of employment to minority and female applicants.

G. COMPENSATION

The University will continue to ensure that there is fairness in compensation at all levels of employment. There is no unified salary program for University faculty. The market demand for a discipline, the number of persons holding an advanced degree and the amount of specific experience in a field of practice (in addition to the usual qualifications for faculty of a research institution) determine differences in pay between departments or disciplines. Salaries will be set without regard to any bias factor as regards protected classes or individuals consistent with Section 803.14 of the USGA Policy Manual.

1. COMPENSATION REVIEW

Informal unit self review of compensation of female and minority academic employees as compared to that of males and nonminorities in the same subdiscipline and department will continue. Other informal reviews may examine tenure and promotions of women and minorities as compared to nonminority males in the same subdiscipline and department who have the same length of service with the University.

2. PAY PLAN FOR CLASSIFIED EMPLOYEES

The pay system includes a classification code, title, pay range number, and the minimum and maximum rates of the pay range for each classification within the University personnel system. Wage and salary scales are reviewed each fiscal year. This system permits a uniformity of compensation by classification that is impossible on a University-wide basis for faculty in light of the diversity of factors which necessarily bear on faculty compensation. The classified pay plan appears as Appendix N.

H. PROMOTION PROCEDURES

It is the policy of The University of Georgia that personnel be promoted on a nondiscriminatory basis. In the case of academic personnel, such promotions shall be based primarily on performance as adjudged in accordance with UGA Guidelines for Appointment, Promotion, and Tenure as implemented within that academic unit. As promotions for classified personnel usually involve a transfer, qualified individuals need to be encouraged to seek more responsible and higher-salaried positions. To ensure that promotable women and minorities have the opportunity and encouragement for promotion, unit self-surveys may be made to identify such individuals. Promotable women and

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3The University of Georgia Guidelines for Appointment, Promotion, and Tenure.
minorities are those who hold jobs too limited to make full use of their qualifications. The Personnel Handbook is incorporated by reference into this Affirmative Action Plan.\(^4\)

1. **FACULTY PROMOTIONS ARE CHANGES IN FACULTY RANK, NOT CHANGES IN POSITION.**

   The University of Georgia Guidelines for Appointment, Promotion, and Tenure incorporate considerations of equal employment as set out in this Affirmative Action Plan. The procedures set out in these Guidelines are incorporated by reference into this Affirmative Action Plan.

2. **TRANSFER AND PROMOTION FOR CLASSIFIED EMPLOYEES**

   Definitions:

   a. Individual Promotion: the shift of an employee from one position to another of higher classification. Normally, promotions are not available to classified employees since position vacancies are required to be posted. Current employees may apply and compete with other candidates for the vacancy.

   b. Lateral Transfer (of an individual): the shift of an employee from one position to another position in the same classification or to one requiring comparable skills within the same pay range.

   c. Reclassification (of a position): a change in the classification of a given position to bring it into conformity with the Regent's standard for classified positions.

I. **CLASSIFICATION AND RECLASSIFICATION**

   The qualification standards for each classified position have been set by the Board of Regents. The Board also provides guidelines on salary although salary ranges reflect regional differences in cost of living. The institutional responsibility is delegated to the Office of Human Resources ensure that each position is properly classified according to those qualification standards and that a salary associated with the position falls within the prescribed range.

   1. If the job description associated with a classified position changes, a reclassification may be appropriate. Reclassification is not appropriate if there is an increase in duties presently in the job description or if new duties have been added which do not require additional skills. New job duties at a higher or lower skill level may require position reclassification. A request for a reclassification study may originate with the employee in the position, the supervisor, or the Office of Human Resources.

2. An employee-initiated reclassification request must be reviewed and approved by the supervisor prior to transmitting to the Office of Human Resources. The supervisor must provide a description of the job and the degree of responsibilities.

J. LATERAL TRANSFER/PROMOTION

There is no minimal time in classified rank before an employee may be eligible for either a promotion, or a lateral transfer, unless the job description or the Personnel Handbook contains a stipulation regarding minimal time in rank. An employee is eligible to be considered for promotion to a different position of higher classification, if a vacancy in such a position exists, providing he/she meets the qualifications for that position.

1. An employee need not seek approval from his/her supervisor before applying for either a position having a higher classification or for a lateral transfer to another department.

2. An employee is expected to give the employer two weeks notice before vacating a position.

K. NEPOTISM POLICY

The University of Georgia System Board of Regents policy on Employment of Relatives (Section 802.03) is adopted verbatim as set out in Appendix I.

L. FRINGE BENEFITS

The University of Georgia has carefully examined its fringe benefit programs including medical, hospital, accident, life insurance and retirement benefits, leave and other terms and conditions of employment to ensure that these programs have no discriminatory effects as they relate to race, sex, or other bias factors.

Specifically, the University retirement and/or pension plan do not establish different optional or mandatory retirement ages for men or women. In cases where benefits to employees and their spouses and families are conditioned on whether the employee is "the head of the household" or "principal wage earner" in the family unit, the benefits are made available to both male and female employees and the employee and his/her family make the decision as to which is the appropriate person.

The same benefits are available to the wives and families of male employees and husbands and families of female employees.

With regard to retirement benefits, insurance, and pensions, the University of Georgia's contribution is gender neutral.

1. LEAVE POLICIES
The leave policies of the University include paid and unpaid leave for educational or professional purposes, sick leave, annual leave, temporary disability and leave for purposes of personal necessity are implemented without regard to race, sex, color, national origin, age, religion, disability, or veteran's status. The leave policies are those of the University of Georgia System and are described in Appendix J.

2. EMPLOYEE RETIREMENT SYSTEM

The Teachers Retirement System of Georgia provides the major retirement program for The University of Georgia. Membership according to the Teachers Retirement System's manual is defined as follows:

All new eligible employees who are employed as much as half time or more are required to be members and make contributions as a condition of their employment . . . . The eligible employees include new teachers, school administrators, secretaries, clerks, teacher aides and paraprofessionals, librarians, library clerks, and all new employees of the University System of Georgia.

The following employees are not eligible for membership:

a. Any temporary employee whose term of employment does not exceed two academic quarters, or two calendar quarters or six months. These employees participate in a State Retirement Program for temporary workers;

b. Alien employees, except in those cases where the alien holds a resident visa; and

c. Student employees. (Students for this purpose are designated as person whose primary reason for being associated with the University is to acquire an education.)

State law allows contract faculty and key administrative officials on faculty contract who are employed at 50 percent time or greater to select participation in either the Teachers Retirement System of Georgia or the Optional Retirement Plan.

M. DISPUTE RESOLUTION PROCEDURES

The University of Georgia recognizes that an important component of its Affirmative Action Plan is a dispute resolution system which can offer the possibility of internal resolution of complaints. The University recognizes that nothing can take the place of a spirit of cooperation between supervisor and supervisee regardless of level within the institution. The UGA Dispute Resolution Policy is provided as Appendix K.

No employee’s status with the University of Georgia shall be adversely effected in any way because he/she utilized institutional dispute resolution procedures in good faith.
N. REVIEW OF GRAPHICS, PUBLICATIONS, AND JOB DESCRIPTIONS

The University of Georgia is committed to an Affirmative Action Program to remove any artificial, arbitrary and unnecessary barriers to employment or to the services of the University.

1. Job titles or choice of pronouns and nouns which might infer preference for one sex over the other should be avoided in preparation of position announcements and job descriptions.

2. Printed materials for public consumption, as well as handbooks and materials for employees and students, should be reviewed to ensure that they do not contain words or pictures which might be construed as reflecting a race or gender preference.

O. FACILITIES

The University certifies that all facilities will continue to be maintained on a nonsegregated basis. In addition, the use of The University of Georgia facilities will continue to be open to all otherwise qualified groups without regard to race, sex, color, national origin, age, religion, disability, or veteran's status.

P. SUPPORTIVE PROGRAMS 60-2-24 H

The University of Georgia recognizes the principle of child care, housing and transportation programs appropriately designed to improve the employment opportunities for minorities and women. Educational programs in Child and Family Development and related areas have as one goal the training of persons qualified to administer such programs.

Additionally, the proximity of public housing and the route coordination of campus and public transportation greatly ameliorate these problems.

Q. COMMUNITY RELATIONS

The University of Georgia continues to cooperate with governmental agencies and community groups, as well as minority organizations which have objectives of removing barriers to equal opportunity for minority groups and women.

As an ongoing part of community relations, The University of Georgia has conducted a number of workshops and institutes for governmental agencies and community groups and remains available to perform such services in the community.
R. TECHNICAL REQUIREMENTS

The 1973 Affirmative Action Plan under Construction Contracts, contracting and purchasing stated:

The purchase order form utilized for University purchases is a form developed and utilized for all State agencies by the Director of the Purchasing and Supplies Division, a division of the Department of Administrative Services for the State of Georgia. In a significant number of University of Georgia purchasing actions, the state Purchasing and Supplies Division issues the state order form to a supplier based on requisitions submitted by the University. Annual supply agreements are established for the University by State Purchasing according to state initiative and requirements, both with and without requisitions or any other action by the University. In such instances of supply agreements, the University is required to order under these agreements, in accordance with the provisions and forms established by State Purchasing. Under certain exceptional conditions, departments of the University may issue orders to suppliers. Such orders may be written or verbal and are made under regulations and procedures of State Purchasing.

Contract formats and contract clauses utilized for construction contracts for the University are governed by policies of the Office of the Vice Chancellor for Facilities, a staff office of the Board of Regents of the University System of Georgia.

Effective January 1, 1974, the University requested implementation of the following requirements from indicated cognizant authorities to be effective July 1, 1974:

1. The Section 202 compliance clause in construction contracts negotiated and issued by the University.

2. The Section 202 compliance clause in all state purchase orders issued by the State Purchasing and Supplies Division for the University, all supply agreements established by the State Purchasing and Supplies Division for the University, and all field purchase orders issued by the University under the regulations of the State Purchasing and Supplies Division.

S. CONTRACTORS AND SUB-CONTRACTORS

All contractors and sub-contractors have been and will continue to be notified in the University's responsibilities and their issuing obligations under Executive Order 11246 as amended by 11375.

T. PURCHASE ORDERS

All purchase orders carry equal employment opportunity clauses with specific intent that
same be adhered to by vendors. The University shall, as required by law, require additional stipulation for purchase orders issued under government contracts or grants to which suppliers are required to adhere.