

Administrative employees are expected to work during core business hours unless approval is given by their immediate manager to work an alternate schedule. The Student Life Department maintains hours outside of the core business hours.

### **Human Resources Roles**

The Human Resources Department assists with the administration and interpretation of policies, compensation, benefits, and may assist in supporting payroll. Human Resources also assists other departments with recruiting new employees to meet their staffing goals, conduct trainings, and manage job performance or other employee related matters as needed. When reference is made to the Human Resources Department in this handbook, employees are encouraged to contact the Human Resources Manager at SEED DC.

## **STANDARD EMPLOYMENT PRACTICES**

### **Equal Employment Opportunity**

SEED is an equal opportunity employer and follows a policy of administering all employment decisions and personnel actions without regard to race, color, religion, creed, national origin, sex, age, marital status, veteran status, personal appearance, sexual orientation, gender identity or expression, physical or mental disability, genetic disposition or carrier status, pregnancy, childbirth or related medical conditions, family responsibilities, matriculation, political affiliation, or any other characteristic protected under applicable federal, state or local law.

This policy of non-discrimination applies to but is not limited to the following activities: recruitment, employment, promotions, demotions, transfers, layoffs, compensation, benefits, training, disciplinary actions, and all other terms and conditions of employment. SEED is committed to providing equal employment opportunities to all qualified individuals.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or inappropriate conduct will be subject to disciplinary action, up to and including termination of employment.

### **Americans with Disabilities Act Policy Statement**

SEED DC is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and any state or local analogs. It is SEED's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, SEED will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would cause SEED an undue hardship.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. SEED DC encourages individuals with disabilities to come forward and request reasonable accommodations.