

## INVITATION TO SELF-IDENTIFY

The University is a government contractor subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974. These statutes require government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals, disabled veterans, and veterans of the Vietnam Era. If you fall into one or more of these categories and would like to be considered under the University's affirmative action program, please tell us by contacting the Office of Human Resources. Submission of this information is voluntary, and refusal to provide it will not subject you to any disciplinary treatment or other adverse action by the University.

Information obtained in response to this request will be kept confidential, except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of handicapped individuals and disabled veterans, and regarding necessary accommodations; (b) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with the foregoing statutes may be informed.

The following information will enable the University to assist you: (a) the skills and procedures you use or intend to use to perform your job, notwithstanding your disability; (b) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to fill because of your handicap; and (c) the accommodations which the University could make which would enable you to perform your job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

If you have any questions about these matters, please contact the Office of Human Resources.