

**SECTION IV.**  
**DEVELOPMENT AND EXECUTION OF PROGRAMS**

A. Recruitment and Selection.

1. Each employee and each applicant for employment is invited to identify himself or herself as an individual with a disability, a disabled veteran, or a veteran of the Vietnam Era, so that he or she may benefit from this affirmative action program. A copy of the University's invitation to self-identify is attached as Exhibit 1.

2. The University periodically reviews its employment procedures to assure careful, thorough, and systematic consideration of the job qualifications of known disabled and covered veteran applicants for job vacancies filled either by hiring or promotion and for all training opportunities offered or available. This is accomplished by identifying and reviewing the qualifications of disabled and covered veteran individuals before the final selection for a position is made.

3. The personnel or application records of each known disabled/covered veteran employee or applicant for employment will include information necessary to identify each vacancy or promotion opportunity for which he or she was considered. In each case where a disabled/covered veteran employee or applicant is rejected for employment or promotion, a statement of the reason(s) will be included in the record. When a disabled /covered veteran individual is hired, promoted, or trained and the University made any special accommodation to make this possible, the personnel record will contain a description of the accommodation.

4. The University reviews annually all physical and mental job qualification requirements to insure that, to the extent qualification requirements tend to screen out qualified individuals with a disability or disabled veterans, they are job-related and are consistent with business necessity and the safe performance of the job.

5. To the extent that physical or mental job qualification requirements tend to screen out qualified individuals with a disability or disabled veterans in the selection of employees or applicants for employment or other employment status changes, such as promotion and training, the University assures that such requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

6. Information obtained from applicants/employees concerning a physical or mental condition is kept confidential, except that (a) supervisors and managers may be informed regarding accommodations or restrictions on work or duties; (b) first-aid and safety personnel

may be informed when appropriate, if the condition might require emergency treatment; and ©) government officials investigating compliance with equal employment opportunity laws may be informed.

7. All selection techniques are monitored to insure that they do not have a discriminatory effect on qualified individuals with a disability and covered veterans. Questions on the application form are restricted to those necessary to determine individual abilities and job-related competencies.

8. Members of the Human Resources staff who are involved in the recruiting and selection process are carefully selected and trained so as to be knowledgeable about the University's affirmative action program.

9. Forms and procedures used in the faculty selection process, as set forth in the University's general Affirmative Action Plan, include and incorporate EEO/AA features for the benefit of qualified individuals with a disability and covered veterans.

B. Reasonable Accommodations. The University makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship on the conduct of University business. In determining the extent of this accommodation obligation, the factors of business necessity and financial cost and expense may be considered.

C. Compensation. Compensation offered to individuals with a disability or covered veterans will not be reduced because of any disability income, pension, or other benefit the individual may receive from another source.

D. Facilities. In designing new construction and remodeling old facilities, special consideration shall be given, insofar as is economically and physically practicable, to the removal of architectural barriers to individuals with a disability. The University has made its present facilities functional for individuals with a disability.

E. Community Contacts. The University recognizes the importance of developing and maintaining meaningful contacts with appropriate social service agencies, organizations of and for disabled individuals and veterans, vocational rehabilitation agencies, and other such groups. These contacts are utilized for the purpose of obtaining from such groups advice, technical assistance, and referral of qualified individuals with a disability and covered veterans

to the University as potential employees.