

**INVITATION TO SELF-IDENTIFY
COVERED VETERANS**

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 disabled veterans, Armed Forces service medal veterans, recently separated veterans, and other protected veterans. These terms have the following meaning:

- "Disabled veteran": a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Secretary of Defense, or a veteran who was discharged or released from active duty because of a service-connected disability
- "Armed Forces service medal veteran": a person who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985
- "Recently separated veteran": any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty
- "Other protected veteran": a person who served on active duty during a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense

If you fall into any of these categories, we would like to include you in our affirmative action program. Please let us know if you are interested. You may inform us about your desire to benefit under this program by contacting the Department of Human Resources (256 824-6545) at this time or at any time in the future, except that if you are a disabled veteran this information should only be provided after an offer of employment has been made and before you begin your employment duties.

Submission of this information is voluntary, and your refusal to provide it will not subject you to any disciplinary treatment or other adverse action by the University. The information

provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

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 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 equal opportunity laws may be informed.

If you are a disabled veteran it would assist us if you tell us about any special methods, skills, and procedures that qualify you for positions you might not otherwise be able to do because of your disability, so that you may be considered for any positions of that kind.

A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Department of Human Resources (256 824-6545).

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