

SECTION IV.

DEVELOPMENT AND EXECUTION OF PROGRAMS

A. Recruitment and Selection.

1. University job notices contain language that affirms its commitment to providing equal access for all applicants, including veterans and individuals with disabilities, and to increase employment opportunities for such applicants.
2. Each employee and each applicant for employment (both at any time “pre-offer” and after an offer is made but prior to the beginning of employment) is invited to identify himself or herself as an individual with a disability or a protected veteran, so that he or she may benefit from this affirmative action program. The invitation to employees to self-identify is made at least every five years. Documents in generally the form as set forth in Exhibits 1 (Veteran Status - Pre-offer) and 2 (Veteran Status - Post-offer/Present Employee) and in Exhibit 3 (Disability) are used for this purpose. This information is kept separate from employment records and is not shared with hiring managers or supervisors.
3. To ensure that its application system is accessible to applicants with a disability and disabled veterans, the University provides notice online and in poster form at several campus locations informing such applicants that they may request an accommodation to be able to utilize the online application system or they may use an alternative method to apply for employment positions.
4. The University periodically reviews all its employment procedures to assure careful, thorough, and systematic consideration of the job qualifications of known disabled individual and protected veteran applicants for job vacancies filled either by hiring or promotion and for all training opportunities offered or available. Modifications in these procedures are made from time to time as necessary to insure compliance with this obligation.
5. All selection processes are monitored to insure that they do not have a discriminatory effect on qualified individuals with a disability and protected veterans and do not allow stereotypes to be applied to such individuals so as to limit access to employment opportunities. Questions on the application form for staff positions are

restricted to those necessary to determine individual abilities and job-related competencies. Forms and procedures used in the faculty selection process are reviewed to insure that they include and incorporate EEO/AE features for the benefit of qualified individuals with a disability and protected veterans.

6. 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 and obligations and regarding the unique recruitment issues relating to veterans and individuals with a disability. Periodic training is also provided to managers and supervisors and to deans, department chairs, and faculty.

7. In determining the qualifications of a protected veteran, the University limits its consideration of the individual's military record, including discharge papers, to that portion of the record that is relevant to the requirements for the job opportunity for which the individual is being considered.

8. The personnel or application records of each known individual with a disability or protected veteran employee or applicant for employment will include information necessary to identify each vacancy, promotion, or training opportunity for which he or she was considered.

9. When an individual with a disability or a protected veteran applies for a position that is unavailable, he/she should be considered for any other position for which he/she may be qualified.

10. In each case where an individual with a disability or a protected veteran employee or applicant is rejected for employment, promotion, or training, a statement of the reason(s) as well as any accommodations considered (for an individual with a disability or a disabled veteran) will be included in the record. When an individual with a disability or a disabled veteran individual is hired, promoted, or trained and the University provided any special accommodation to make this possible, the personnel record will contain a description of the accommodation. Information about the reason for rejection, if medically related, and the description of the accommodations considered or made will be treated as part of the individual's confidential medical records. These materials will be made available to the applicant or employee upon request.

11. The University reviews annually all physical and mental job qualification requirements. The purpose of this review is to insure that, to the extent qualification requirements tend to screen out qualified individuals with a disability or qualified disabled veterans in the selection of employees or applicants for employment or other employment status changes, such as promotion and training, such job qualification 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.

12. 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.

13. No pre-employment physical examinations or questionnaires are used by the University in its hiring process.

B. Reasonable Accommodations. The University makes reasonable accommodation to the known physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship, in the form of a significant difficulty or expense, on the conduct of University operations. The University engages in an interactive process with the individual requesting or possibly needing an accommodation, to determine the kind of accommodation that is appropriate.

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

D. Harassment and Retaliation.

1. University policy prohibits the harassment of any employee or applicant because of his/her status as an individual with a disability or as a protected veteran.

2. University policy also prohibits unlawful retaliation against employees or applicants because they have filed a complaint of discrimination relating to disability or protected veteran status; have assisted with or participated in an investigation, compliance review, or hearing; have opposed any practice made unlawful by federal, state, or local law requiring equal treatment of individuals with a disability and/or protected veterans; or have exercised any rights under such laws. Such retaliation may take the form of harassment, intimidation, threats, coercion, or discrimination.

3. The University's procedures for seeking redress for complaints of discrimination may be used by an individual with a complaint of harassment or retaliation as described above. Information about these procedures may be found in the faculty and staff handbooks and may be obtained from the Department of Human Relations (256 824-6545)

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

F. 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 protected veterans to the University as potential employees.