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UNIVERSITY OF CALIFORNIA

Office of the President and Principal Officers of the Regents

AFFIRMATIVE ACTION PROGRAM

For

**QUALIFIED INDIVIDUALS WITH DISABILITIES
AND QUALIFIED PROTECTED VETERANS**



UNIVERSITY OF CALIFORNIA

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DEFINITIONS

Individual with a Disability

Any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. "Substantially limits" means (1) unable to perform a major life activity that the average person in the general population can perform, or (2) significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform the same major life activity. Note: In making reasonable accommodation, the University complies with the more stringent definition provided under California law.

Covered Veteran

The term covered veteran includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

Veterans with Disabilities

1. A veteran of the U.S. military, ground, naval or air service 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 Veterans Affairs, or
2. A person who was discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. Military, Ground, Naval or Air Service.

Vietnam Era Veteran

A person who:

1. served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred:
 - a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or
 - b. between August 5, 1964, and May 7, 1975, in all other cases; or
2. was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed:
 - a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or
 - b. between August 5, 1964, and May 7, 1975, in all other cases.

War/Campaign/Expedition Veteran

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran

A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

I. Policy Statement 41 C.F.R. § 60-250.44 (a), 60-741.44 (a)

Under the Affirmative Action obligations imposed by Section 503 of the Rehabilitation Act of 1973 and Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, it is the policy of the OP/POR to provide Equal Employment Opportunities and to advance in employment qualified individuals with a disability as well as qualified protected veterans. This policy is designed to employ and advance all qualified individuals with a disability and qualified protected veterans at all levels of employment, including the executive level. The policy of providing Equal Employment Opportunities to qualified persons with a disability and qualified protected veterans shall apply to all employment practices including, but not limited to: upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training. OP/POR attempts to comply with all of the rules, regulations, and relevant orders of the Secretary of Labor and the Office of Federal Contract Compliance Programs (OFCCP), issued pursuant to Section 503 of the 1973 Rehabilitation Act and the 1974 Vietnam Era Veterans' Readjustment Assistance Act, as amended.

The OP/POR's Affirmative Action Program for qualified persons with a disability and qualified protected veterans is reviewed and updated annually. If there are any significant changes in the OP/POR's procedure, or if employee rights or benefits are modified as a result of an annual updating, these changes are communicated to employees and to applicants for employment.

On a strictly voluntary basis, the OP/POR invites all qualified protected veterans who are either employees or applicants for employment, and employees who have a disability, and who wish to benefit under the OP/POR's Affirmative Action Program to identify themselves to either their immediate supervisor or to the EEO Coordinator. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, VEVRAA, as amended, or any other Federal, State or local law requiring equal opportunity for disabled persons or qualified protected veterans or; (3) opposing any act or practice made unlawful by Section 503 of the Rehabilitation Act of 1973, VEVRAA or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons or for qualified protected veterans; or (4) exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

II. Review of Personnel Processes 41 C.F.R. § 60-250.44 (b), 60-741.44 (b)

The OP/POR reviews annually its personnel processes to determine whether its present procedures ensure careful, thorough and systematic consideration of the qualifications of known qualified individuals with disabilities and qualified protected veterans. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as all training opportunities offered or made available to employees.

In determining the qualifications of veterans, OP/POR limits its consideration of a qualified protected veteran's military record, including discharge papers, to only that portion of the record, which is relevant to the specific job qualifications for which the veteran is being considered.

Based upon OP/POR's review of its personnel processes, the organization will modify the personnel processes when necessary, and will include the development of new procedures in this Affirmative Action Program to ensure Equal Employment Opportunity.

III. Physical and Mental Qualifications 41 C.F.R. § 60-250.44 (c), 60-741.44 (c)

The physical and mental job qualifications of all jobs have been reviewed and are reviewed as new ones are established to ensure that, to the extent that such qualification requirements tend to screen out qualified individuals with disabilities and qualified disabled veterans, job qualifications are consistent with business necessity and the safe performance of the job.

No qualification requirements were identified which had a screening effect. All job qualification requirements were found to be job-related and consistent with business necessity and safety.

The OP/POR will continue to review physical and mental job qualification requirements whenever a job is vacated and the OP/POR intends to fill it through hiring, promotion or transfer and will conduct a qualifications review whenever job duties change.

If at any time the OP/POR should inquire into an employee's physical or mental condition or should conduct a medical examination prior to a change in employment status, OP/POR affirms that information obtained as a result of the inquiry will be kept confidential, except as otherwise provided for in Section 503 of the Rehabilitation Act of 1973 regulations. The results of the examination or inquiry will be used in accordance with the aforementioned regulations:

1. Supervisors, managers, and OP/POR officials may be informed regarding restrictions and accommodations for the work or duties of individuals with a disability.
2. Employees familiar with first aid may be informed, where and to the extent appropriate, if an individual with a disability might require emergency treatment.
3. OFCCP officials investigating compliance with either the 1973 Rehabilitation Act or VEVRAA, as amended.

IV. Reasonable Accommodation to Physical and Mental Limitations 41 C.F.R. § 60-250.44 (d), 60-741.44 (d)

It is the OP/POR's policy to make a reasonable accommodation to the physical and mental limitations of any employee with a disability and qualified applicants with a disability unless his/her accommodation imposes an undue hardship on the OP/POR's business (41 C.F.R. – 741.44(d); 250-44(d)). In determining the extent of the OP/POR's accommodation obligations, the following factors, among others, are considered:

1. Business necessity; and
2. Financial cost and expense.

Each applicant or employee is dealt with on an individual basis. Reasonable accommodations are made whenever possible and ongoing efforts include revision of facilities to make them accessible. The OP/POR makes every effort to provide suitable employment for those employees who become disabled while employed by us.

V. Harassment Prevention Procedures 41 C.F.R. § 60-250.44 (e), 60-741.44 (e)

Employees of and applicants to the OP/POR will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of their disability or status as a qualified protected veteran should contact the EEO Coordinator for assistance. This policy is posted for employees and applicants to view.

VI. External Dissemination of Policy, Outreach, and Positive Recruitment 41 C.F.R. § 60-250.44 (f), 60-741.44 (f)

After reviewing and determining that the Affirmative Action policies of the OP/POR provide the required Affirmative Action for the employment and the advancement of qualified individuals with a disability and qualified protected veterans, the OP/POR may undertake the following outreach and positive recruitment activities:

1. Notify all subcontractors, vendors and suppliers of the OP/POR's EEO and AA policy regarding the employment of qualified individuals with disabilities and qualified protected veterans.
2. Inform all recruiting sources, including the State Employment Service, employment agencies, educational institutions and social service agencies of the OP/POR's policy concerning the employment of qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities.
3. List all suitable employment openings with the appropriate local office of the State Employment Service and maintain regular contact with the local Veterans Employment Representative.
4. Consider holding formal briefing sessions to invite representatives from recruitment sources and placement agencies to tour the facility, discuss current and prospective position openings, job descriptions and required qualifications and explanations of the OP/POR's selection procedures.
5. Consider participating in local job fairs sponsored by support groups for qualified individuals with disabilities and qualified protected veterans.
6. Include the Equal Employment Opportunity clause concerning the employment of qualified individuals with disabilities and qualified protected veterans in all nonexempt subcontracts and purchase orders.

VII. Internal Dissemination of Policy 41 C.F.R. § 60-250.44 (g), 60-741.44 (g)

In an effort to promote positive Affirmative Action for qualified individuals with a disability and qualified protected veterans, the OP/POR has developed internal communications that foster understanding, acceptance, and support among the OP/POR's executive, management, and supervisory personnel. Additionally, all other OP/POR employees have been notified and encouraged to take the necessary action to aid the OP/POR in meeting its Affirmative Action obligations. The OP/POR has informed its employees and applicants for employment of its commitment to engage in Affirmative Action to increase the employment opportunities for qualified individuals with a disability and qualified protected veterans.

The OP/POR realizes that a strong outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to ensure greater employee cooperation and participation in the OP/POR's Affirmative Action efforts, the OP/POR has adopted and disseminated an internal policy. This policy's dissemination may include but is not limited to the following:

1. Copies of our AAP for Individuals with Disabilities and Qualified Protected Veterans will be made available for inspection to any employee or applicant upon request to promote understanding, acceptance and support.
2. Policies are re-emphasized to managers and supervisors annually.
3. OP/POR's Affirmative Action policy and the EEO poster are posted on bulletin boards located throughout our facilities and work areas.
4. All employees who believe they are a qualified individual with a disability, as defined in Section 503 of the Rehabilitation Act of 1973, as amended, or who are a qualified protected veteran under the EEO provisions of VEVRAA, as amended, have been invited to identify themselves if they wish to benefit under this Affirmative Action Program.

5. All employees may be advised annually of the OP/POR's policy and encouraged to aid in Affirmative Action efforts to ensure a fair and effective program.
6. Briefing sessions may be conducted annually for managers and supervisors to review the applicable regulations and to discuss such Affirmative Action measures as training and reasonable accommodation.
7. When making internal Equal Opportunity audits, implementation of this Affirmative Action Program will be reviewed.
8. Articles (and pictures) regarding accomplishments of employees who are qualified individuals with disabilities and qualified protected veterans may be included in OP/POR and/or facility publications whenever available.
9. The policy is communicated and/or distributed to all employees.

VIII. Audit and Reporting Systems 41 C.F.R. § 60-250.44 (h), 60-741.44 (h)

The OP/POR has designed and implemented audit and reporting systems that:

1. Measure the effectiveness of the OP/POR's programs;
2. Document personnel activities;
3. Identify problem areas where remedial action is needed; and
4. Determine the degree to which OP/POR's AAP goals and objectives have been attained.

The following activities are reviewed at least annually to ensure freedom from stereotyping qualified individuals with disabilities and qualified protected veterans in any manner, including that which may limit their access to any job for which they are qualified:

1. Recruitment, advertising, and job application procedures;
2. Hiring, promotion, upgrading, layoff, recall from layoff;
3. Rates of pay and any other forms of compensation including fringe benefits;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Sick leave, leaves of absence, or any other leave;
6. Training, attendance at professional meetings and conferences; and
7. Any other term, condition, or privilege of employment.

The OP/POR's audit system includes periodic reports documenting internal efforts to achieve EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. During the reporting, the following occurs:

1. The EEO Coordinator will discuss any problems relating to significant rejection ratios, EEO charges, etc., with management; and
2. The EEO Coordinator will report the status of the OP/POR's AAP goals and objectives to management. The EEO Coordinator will recommend remedial actions for the effective implementation of the AAP.

IX. Responsibility for Implementation 41 C.F.R. § 60-250.44 (i), 60-741.44 (i)

These responsibilities are identical to those described in the Affirmative Action Plan for Women and Minorities. Please refer to Page 3 of that Plan.

X. Training 41 C.F.R. § 60-250.44 (j), 60-741.44 (j)

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes shall be trained to ensure that the commitments in the OP/POR's Affirmative Action Program are implemented.