

Office of **HUMAN**
RESOURCES



THE OHIO STATE UNIVERSITY

2005 AFFIRMATIVE ACTION PLAN/PROGRAM

FOR

VETERANS

AND

INDIVIDUALS WITH DISABILITIES



MEMORANDUM

TO: Vice Presidents and Deans

FROM: Larry M. Lewellen, Associate Vice President for Human Resources

DATE: October 12, 2004

SUBJECT: Affirmative Action Plan/Program for Veterans

Provided is a copy of The Ohio State University's fiscal year 2004 *Affirmative Action Plan/Program for Veterans and Individuals with Disabilities*. This plan is updated annually.

In accordance with the Vietnam Veterans Readjustment Act of 1974, the Veterans Employment Opportunities Act of 1998, the Rehabilitation Act of 1973, and the Jobs for Veterans Act of 2002. The Ohio State University offers equal opportunity employment and affirmative action to veterans and individuals with a disability.

Vice presidents and deans are encouraged to disseminate this plan/program to managers, supervisors, and administrators, so that veterans and individuals with disabilities are provided affirmative action consideration in employment and advancement.

The point of contact in the Office of Human Resources is William G. Hospodar, Director, Veterans Affairs at 292-7047.

Attachment

c: William G. Hospodar
Scott L. Lissner

2005 AFFIRMATIVE ACTION PLAN/PROGRAM

for

VETERANS
(41 CRF 60.250 ...)

AND

INDIVIDUALS WITH DISABILITIES
(41 CFR 60-741)

Period of this Affirmative Action Plan (AAP): 2005 (FY) From 9/1/04 to 8/31/05

Responsible Office: Office of Human Resources
Larry M. Lewellen, Associate Vice President
(614) 292-4164

These plans are available for review by any employee or applicant from

8:00 A.M. – 5:00 P.M.
Monday through Friday
September through May

7:30 A.M. – 4:30 P.M.
Monday through Friday
June through August

Approved as the university's official affirmative action plan by:

*Larry M. Lewellen, Associate Vice President
Office of Human Resources*

Date

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AFFIRMATIVE ACTION PLAN/PROGRAM

FOR

VETERANS

I. *General*

A. **University Nondiscrimination and Affirmative Action Policy**

The Ohio State University is committed to nondiscrimination, equal employment opportunity and affirmative action. This commitment is both a matter of law and moral imperative consistent with an intellectual community in which individual differences and diversity are celebrated.

Accordingly, discrimination against any individual for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, disability or veteran status is specifically prohibited. Title IX of the Education Amendments of 1972 prohibits sex discrimination. Title I and Title II of the Americans with Disabilities Act (ADA) of 1990 provides equal employment opportunities and reasonable accommodation, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in education programs and activities. The 1974 Vietnam Era Readjustment Act prohibits discrimination against veterans. Equal access to employment opportunities, admissions, educational programs and all other university activities is extended to all persons.

The Office of Human Resources is responsible for the coordination of matters relating to equal opportunity and nondiscrimination. Information concerning violations of the policy and inquires regarding university compliance with equal opportunity mandates, affirmative action, the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations pertaining to equality of opportunity, may be addressed to the Office of Human Resources/Consulting Services, 433 Archer House, 2130 Neil Avenue, Columbus, Ohio 43210 or may be reached by phone at 614-292-2800.

Further policy guidelines pertaining to affirmative action and sexual harassment at The Ohio State University are detailed in the Human Resources Policy and

Procedure Handbook, Sections 1.10 and 1.15. These guidelines may be found at the Office of Human Resources website: <http://hr.osu.edu>.

B. Affirmative Action Policy Statement

Affirmative Action, Equal Opportunity and Non-Discrimination/Harassment Policy 1.10, Revised 2/2/04

The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The University embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

AFFIRMATIVE ACTION PLAN/PROGRAM

FOR

VETERANS

*Covered U.S. military veterans include disabled Veterans, campaign badge holders (to include Vietnam Era Veterans), recently separated veterans, and Armed Forces Service Medal recipients.

II. *Veterans Section*

A. **Introduction and Program Definitions**

The following categories are considered covered veterans for affirmative action purposes:

Armed Forces Service Medal Recipient – A veteran who participated as members of units involved in military operations of significant numbers with no foreign armed opposition or the threat of imminent hostile action.

Qualified Disabled Veterans – means a person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, and who is capable of performing a particular job, with reasonable accommodation to his or her disability.

Qualified Special Disabled Veterans – means (a) 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 Veterans Administration for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 of Title 38 U.S.C. to have a serious employment handicap or (b) a person who was discharged or released from active duty because of a service-connected disability, and who is capable of performing a particular job, with reasonable accommodation to his or her disability.

Vietnam Era Veteran – means a person who served on active duty for a period of more than 180 days, and was discharged with other than a dishonorable discharge if any part of such active duty occurred: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964, and May 7, 1975, anywhere in the world.

Campaign Badge Holder – means a veteran who served on active duty during a war, a campaign, or expedition for which a campaign badge was authorized. A list of approved campaigns and expeditions can be found in Appendix E attached to the Self-Identification Form. Note: Vietnam Era Veterans are included in this category.

Recently Separated Veterans – any veteran who served on active duty in the U.S. Military ground, naval, or air service during the three year period beginning on the date of such veteran's discharge or release from active duty.

In accordance with the Vietnam Era Veterans Readjustment Assistance Act of 1972 as amended by the Vietnam Veterans Readjustment Assistance Act of 1974

(38 USC 4212), the Veterans Employment Opportunities Act of 1998, and the Jobs for Veterans Act of 2002, The Ohio State University offers equal opportunities to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era, campaign badge holders, Armed Forces Service Medal recipients, and recently separated veterans who were discharged within a year. These acts require all federal contractors or subcontractors to not discriminate against any employee or applicant for employment because he or she is a covered veteran in regards to any position for which the employee or applicant for employment is qualified.

Therefore, The Ohio State University will take affirmative action to employ, advance in employment and otherwise treat covered veterans without discrimination based upon their disability or veterans status in all employment practices, such as employment upgrading, demotions or transfers, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation or selection for training.

It is a violation of the intent of the university's nondiscrimination policy to retaliate against or harass an employee who files a complaint or is involved in an investigation of a complaint of discrimination or harassment. Employees who feel that they have been harassed or feel they are subjected to retaliation because of their veterans and/or disability status or participation in an investigation of a complaint are entitled and encouraged to file a complaint with the Office of Human Resources. Complaints will be investigated in accordance with the university's complaint/grievance procedures.

The following outlines the Affirmative Action Plan and associated procedures that will be employed for the current fiscal year to assure that the university is in compliance with the requirements of the Vietnam era Veterans Readjustment Act of 1974, the Veterans Employment Opportunities Act of 1998, and the Jobs for

Veterans Act of 2002, and that it operates in the best interest of all potential employees and the general public.

B. University Personnel Procedures

The following university offices have direct responsibilities for reviewing the university's personnel procedures to assure that they give proper consideration of the job qualifications of known applicants and employees who are covered veterans.

Office of the President

Office of Human Resources

Office of the Senior Vice President and Provost

Office of Veterans Affairs

1. Review of Specific Job Qualifications and Requirements

The Office of Human Resources/Compensation conducts a thorough review of all job postings prior to posting to insure that any stated and/or implied qualification requirements for a specific job do not screen out covered veterans and are indeed job related and consistent with business necessary for carrying out the safe performance of the specific job. This review includes all physical and mental job qualification requirements (including medical examinations) that are used by the university in the selection of applicants for employment or training and/or promotion and demotion. In those cases where the university requires a comprehensive medical examination as a condition of employment, part of the review of the job postings will include a review to assure that the results of such examinations are not used to screen out any qualified applicants and that the results of such examinations are used in accordance with this plan. All information resulting from medical examinations will be kept confidential except when (a) supervisory and/or managerial personnel need to be

informed regarding any restrictions or accommodations; (b) first aid or safety personnel need to be informed if the condition may require any emergency treatment; and (c) government officials are investigating compliance with the act and request to be informed. This review of job requirements will take place before any specific job is posted internally or advertised to the general public and will include positions that are classified as either senior administrative and professional, unclassified professional, classified civil service, or instructional/faculty. In determining the qualifications of a covered veteran, the university shall consider only that portion of the military record, including discharge papers, relevant to the specific job qualifications for which the veteran is being considered.

2. Reasonable Accommodations for Physical and Mental Limitations

The university will make reasonable accommodations to the physical and mental limitations of any faculty/staff member or applicant including disabled veterans unless such accommodations would impose an undue hardship on the conduct of university business. The Office of Human Resources/Consulting Services, Employee Relations has the responsibility for establishing procedures to evaluate and facilitate any request for accommodations from a faculty/staff member or applicant having a disability. The consideration of the requested accommodation and assessment of alternatives and implementation shall also involve input and action from the department to which the individual is assigned and/or the department that must take the necessary action to accomplish the accommodation. The university will only consider business necessity and financial costs/expenses when determining to what extent it can meet the requested accommodation.

3. Compensation

In offering employment or promotions to covered veterans, the university will not reduce the amount of compensation offered because of disability income, pension or other benefits the applicant or employee receives from another source.

4. Positive Recruitment/Outreach

The university will continue to institute effective procedures for informing all faculty/staff and prospective employees, including covered veterans, of its commitment to non-discrimination and affirmative action in employment and advancement. These procedures will be used to promote understanding and acceptance from all levels of the university's workforce and to encourage their support in meeting the university's commitment to engage in affirmative action to increase employment opportunities for covered veterans. To this end, Ohio State job postings are linked on The Ohio Department of Jobs and Family website for the convenience of all potential veteran applicants.

C. **Internal and External Dissemination of University Policies**

The following procedures are used to both communicate and disseminate, to the university and the general community, the university's commitment and policy to engage in affirmative action on behalf of covered veterans. By using these procedures, the university expects to gain support and cooperation from its various supervisory and managerial personnel in the overall affirmative action policy and programs.

1. Public notices (posters) stating the policy will be posted on bulletin boards in all university placement offices (on all campuses) and other appropriate buildings (classrooms, labs, etc.) and areas (residence halls, study halls, etc.)
2. The Office of Human Resources will continue to meet with personnel responsible for publishing documents that have the potential of highlighting the accomplishments of all university faculty and staff, including those covered veterans, to encourage the publication of such.

3. A copy of the policy will be provided to each college Dean and Vice President.
4. Introduction of the policy and program for all protected groups will be included in regular university sponsored workshops and seminars (including new employee orientation and training programs) for university employees and students. The internal complaint procedures of the Office of Human Resources will also be disseminated.

D. Responsibility for Implementation of the Affirmative Action Plan/Program

The president of the university has the ultimate responsibility for the university's equal opportunity and affirmative action policies. The president has delegated responsibility for establishing and implementing the university's affirmative action plan(s) and program(s) to the Office of Human Resources. This office is responsible for the establishment of policies and procedures for daily operation of the program, monitoring of program activities, evaluating program effectiveness and making recommendations to university officials concerning the university's affirmative action goals and obligations. The Office of Human Resources has primary responsibility for the implementation of this affirmative action plan. The Office of Human Resources/Veterans Affairs will oversee the following activities:

1. Ensure that all covered veterans have been informed of current affirmative action programs.
2. Ensure that all regional campuses and their various departments and administrative units are in compliance with the university's Veterans Affirmative Action Plan/Program.
3. Serve as one of the university's liaisons between the university and organizations and enforcement agencies of and for covered veterans.
4. Ensure through procedures previously detailed herein, that effective recruiting procedures are being employed to reach covered veterans.
5. Ensure at the onset of the search process that all members of university search committees are aware of the university's affirmative action policy concerning veterans.
6. Ensure through use of forms and affirmative action statements therein as well as employee orientation, that all selected candidates prior to hiring are aware

of and understand the university's affirmative action policies for covered veterans.

7. Periodically, training sessions and/or other forms of communication will be sponsored for managerial and supervisory personnel as well as other employees to explain the intent of the policy and their individual responsibilities regarding the plan and its effective implementation. Such meetings will provide a forum for discussion of problem areas regarding implementation as well as possible solutions to those problems. Other topics may include effectiveness of solutions, programs and procedures.

E. Invitation for Self Identification

The Ohio State University invites all applicants who are covered veterans to voluntarily identify themselves on the university's various employment applications. The university also requests potential applicants to self-identify themselves on the Equal Employment Identification Form. Disabled veterans may self-identify after an offer of employment has been made.

The following procedures are utilized to encourage those current employees who are covered veterans to indicate whether they wish to benefit under the university's affirmative action program:

1. Notices are posted in personnel offices stating the existence of the affirmative action program for covered veterans.
2. The Self-Identification Form is used to identify veterans for affirmative action consideration. (See Appendix E)
3. A notification of the university's affirmative action program for covered veterans will be placed in appropriate university publications.
4. Each employee is informed that this information is voluntarily provided and that refusal to provide it will not subject them to any adverse treatment, and that it will be used only in accordance with the applicable laws and regulations.

F. Annual Review of Affirmative Action Plan

Once every year the Office of Human Resources conducts a review of the affirmative action program for covered veterans. This review examines the effectiveness of the various components of the program and recommends any

changes or updates necessary for meeting the university's affirmative action commitment.

The Affirmative Action Plan/Program for veterans is available for review by any applicant for employment or current employee upon request any time during regular university business hours (8:00 a.m. – 5:00 p.m. Monday through Friday from September through May, and 7:30 a.m. – 4:30 p.m. Monday through Friday from June through August) at either of the following university offices:

***The Office of Human Resources
113 Archer House
2130 Neil Avenue
(614) 292-4164***

***The Office of Veterans Affairs
034 Archer House
2130 Neil Avenue
(614) 292-4164***

A copy of the Affirmative Action Plan/Program is available for review on each of the university's regional campuses at the following locations:

***The Ohio State University @ Newark
Founders Hall
University Drive
Newark, Ohio 43055***

***The Ohio State University @ Marion
Morrill Hall
1465 Mt. Vernon Avenue
Marion, Ohio 43302-5695***

***The Ohio State University @ Mansfield
103 Ovalwood Hall
1680 University Drive
Mansfield, Ohio 44906***

*The Ohio State University @ Lima
Galvin Hall
4240 Campus Drive
Lima, Ohio 45804*

*Agricultural Technical Institute
1328 Dover Road
Wooster, Ohio 44691*

G. University Contractors, Subcontractors and Vendors

In order to insure that all contractors, subcontractors and vendors are in compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Veterans Employment Opportunities Act of 1998, and the Jobs for Veterans Act of 2002, all university contracts, subcontracts, and purchase orders (of \$100,000 or more) shall include the following appropriate affirmative action language. (Affirmative Action Clause 60-250.4)

AFFIRMATIVE ACTION FOR COVERED VETERANS

- (a) The contractor will not discriminate against any employee or applicant for employment because he or she is a covered veteran in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified veterans without discrimination based upon their disability or veterans status in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
- (b) The contractor agrees that all suitable employment openings of the contractor which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract and including those occurring at an establishment of the contractor other than the one wherein the contract is being performed but excluding those of independently operated corporate affiliates, shall be listed at an appropriate local office of the State employment service system wherein the opening occurs. The contractor further agrees to provide such reports to such local offices regarding employment openings and hires as must be required.

State and local government agencies holding Federal contracts of \$100,000 or more shall also list all their suitable openings with the

appropriate office of the State Employment Service, but are not required to provide those reports set forth in paragraphs (d) and (e).

- (c) Listing of employment openings with employment service system pursuant to this clause shall be made at least concurrently with the use of any recruitment source of effort and shall involve the normal obligations which attach to the placing of a bona fide job order, including the acceptance of referrals of veterans and non-veterans. The listing of employment openings does not require the hiring of any particular job applicant or from any particular group of job applicants, and nothing herein is intended to relieve the contractor from any requirements in Executive Orders or regulations regarding nondiscrimination in employment.
- (d) If requested, the reports required by paragraph (b) of this clause shall include, but not be limited to, periodic reports which shall be filed at least quarterly with the appropriate local office or, where the contractor has more than one hiring location in a state, with the central office of that state's employment service. Such reports shall indicate for each hiring location (1) the number of individuals hired during the reporting period; (2) the number of non-disabled veterans of the Vietnam era hired; (3) the number of disabled veterans of the Vietnam era hired; (4) the total number of disabled veterans hired; and, (5) other covered veterans. The reports should include covered veterans hired for on-the-job training under 38 U.S.C. 1787. The contractor shall submit a report within 30 days after the end of each reporting period wherein any performance is made on this contract identifying data for each hiring location.

The contractor shall maintain at each hiring location copies of the reports submitted until the expiration of one year after final payment under the contract, during which time these reports and related documentation shall be made available upon request, for examination by any authorized representative of the contracting officer or of the Secretary of Labor. Documentation would include personnel records respecting job openings, recruitment and placement.

- (e) Whenever the contractor becomes contractually bound to the listing provisions of this clause, it shall advise the employment service system in each state where it has establishments of the name and location of each hiring location in the state. As long as the contractor is contractually bound to these provisions and has so advised the state system, there is no need to advise the state system of subsequent contracts. The contractor may advise the state system when it is no longer bound by the contract clause.

- (f) This clause does not apply to the listing of employment openings which occur and are filled outside of the 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.
- (g) The provisions of paragraphs (b), (c), (d), and (e) of this clause do not apply to openings which the contractor proposes to fill from within his own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of his own organization or employer-union arrangement for that opening.
- (h) As used in this clause:
 - (1) “All suitable employment openings” includes, but is not limited to, openings which occur in the following job categories: production and nonproduction plant and office; laborers and mechanics, supervisory and non-supervisory; and technical and executive administrative and professional positions openings are compensated on a salary basis of less than \$25,000 per year. This term includes full time employment, temporary employment of more than 3 days duration and part time employment. It does not include openings which the contractor proposes to fill from within his own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement nor openings in an educational institution which are restricted to students of that institution. Under the most compelling circumstances, an employment opening may not be suitable for listing, including such situations where the needs of the government cannot reasonably be otherwise supplied, where listing would be contrary to national security, or where the requirement of listing would otherwise not be for the best interest of the government.
 - (2) “Appropriate Office of the State employment service system” means the local office of the federal, state, and national system of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled, including the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.
 - (3) “Openings which the contractor proposes to fill from within his own organization” means employment openings for which no consideration will be given to persons outside the contractor’s organization including any affiliates, subsidiaries, and the parent companies and includes any openings which the contractor proposes to fill the regularly established “recall” lists.

- (4) “Openings which the contractor proposes to fill pursuant to a customary and traditional employer-union hiring arrangement” means employment openings which the contractor proposes to fill from union halls, which is part of the customary and traditional hiring relationship which exists between the contractor and representative of his employees.
- (i) The contractor agrees to comply with rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 - (j) In the event of the contractor’s noncompliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
 - (k) The contractor agrees to post in conspicuous places available to employees and applicants for employment notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notice shall state the contractor’s obligation under the law to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era, and other covered veterans for employment, and the rights of applicants and employees.
 - (l) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the Jobs for Veterans Act of 2002, and is committed to take affirmative action to employ and advance in employment covered veterans.
 - (m) The contractor will include the provisions of this clause in every subcontract or purchase order of \$100,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

APPENDICES

APPENDIX A

SIGNIFICANT ACTIVITIES AND UPDATES

The purpose of this section is to highlight and report to the university community and its employees and applicants any significant changes in procedures, rights or benefits resulting from the annual review of the Affirmative Action Plan/Program for Veterans. Any changes reported here that are considered to have a direct impact on the employment or employability of employees or applicants who are covered veterans will be communicated directly to such individuals. As indicated herein, this plan is available upon request by any university employee or applicant for employment during the university's normal business hours. The university encourages all members of the university community to review this program and contact those appropriate individuals and offices identified herein for any questions or clarifications.

Significant Activities for 2004:

1. Each year, the university schedules a workshop on the Vietnam Era Veterans Readjustment Act of 1974, the Veterans Employment Opportunity Act of 1998, and the Jobs for Veterans Act of 2002. The workshop is a part of our Organization and Human Resources Development Office's legal series for supervisors and managers. The workshop is taught by the Director of the Office of Veterans Affairs. This training is offered to sensitize university managers to the concerns and needs of veterans.
2. Brochures on the university's program for veterans are passed out at various workshops and training sessions to further disseminate information concerning veteran issues. Administrators, managers and supervisors' training sessions are targeted so that these key individuals will become more knowledgeable and effective.
3. The university provides weekly vacancy lists, job advertisements, and testing announcements for specific positions with starting salaries less than \$25,000 to the OBES via the Department of Jobs and Family Services website. The university works closely with the OBES to provide assistance for unemployed veterans.
4. Posters are provided to advertise the rights of covered veterans per the 1974 Readjustment Act and the Veterans Employment Opportunities Act of 1998. In addition, advertisements were placed in the *onCampus* newspaper to remind administrators of their obligation to support veterans programs.
5. The Office of Veterans Affairs Campus Campaign Development Fund, started in 1993, offers university employees the opportunity to donate funds for student veterans. This

year five student veterans received a \$500 award (The Arnold Skurow Award) from this fund.

6. A listing of all self-identified veterans was provided to the respective departments of each veteran. Guidance information was sent to all vice presidents, deans, and Human Resource Council members on how to provide appropriate affirmative action to covered veterans.
 7. The university continues to offer covered veterans the opportunity to identify themselves when applying for positions or promotions. Hiring supervisors are informed of the names of applicants in the hiring pool who have self-identified. Reasons for non-selection of covered veterans is required, along with a comparison of qualifications of the person hired.
 8. The monthly veterans lunch program continues to be successful as more staff, faculty, and students become aware of its existence. Interesting guest speakers and the chance to meet other veterans makes it an appealing program. Below is a list of lunches, speakers and topics held during the past year.
 - a. July 2003, Dr. Wes Furste, "The Forgotten Theater: China-Burma-India"
 - b. August 2003, Mr. Ed Mikula, "Tour of OSU's Don Scott Airfield"
 - c. September 2003, Professor Allan Millett, "Korean War"
 - d. October 2003, Mr. Mark Jacobson, "Counter-terrorism and U.S. National Defense"
 - e. November 2003, Gen. Lester Lyles, Veterans Day Lunch
 - f. December 2003, Professor George Kalbous, "Ohio's Immigration Heritage"
 - g. January 2004, Mr. Ted Mosure, "Ohio Military Hall of Fame"
 - h. February 2004, SGM Artel Henderson, "Equal Opportunity Programs in the Ohio National Guard"
 - i. March, 2004, Mr. Alexander Lentsner, "Experiences of a Russian Colonel"
 - j. April 2004, Professor Mitch Lerner, "The Pueblo Incident"
 - k. May 2004, BG Bill, Armed Forces Day Lunch
 - l. June 2004, Mr. Barry Wright, "Khe San Vietnam"
 - m. July 2004, Mr. Mike Dunn, "Update of Recreational Center"
1. Veterans Day Activities
This Veterans Day, November 8, 2002, the Office of Human Resources sponsored a free lunch to honor OSU Veterans. This was the first time for this event, which was held at the Faculty Club. Over 150 people attended and all seemed very pleased. The guest speaker was General Lester Lyles, Former Commander at Wright-Patterson AFB, Dayton, Ohio. All veterans received a rose to honor their service to their country, courtesy of Mrs. Theresa Price.
 2. The OSU Employment Services personnel postings (Green Sheets) website are now listed in the State of Ohio Department of Jobs and Family Services website to give widespread visibility to potential veteran job-seekers.

12. Continued the program to honor the U.S. Flag by asking the university community to turn in any unserviceable flags for proper destruction on Flag Day. OHR collected all flags and coordinated their proper destruction with the American Legion Post 614, Hilliard, Ohio.

APPENDIX B

KEY PROGRAMMATIC OBJECTIVES FOR 2005

1. Communicate and educate the university community on policies and programs concerning veterans.
2. Assist and advise individual veterans with employee relations issues
3. Continue to process student veterans applying for financial aid with the federal Department of Veterans Affairs.
4. Continue to improve the overall campus atmosphere for veterans.
5. Continue the monthly veterans lunch and attempt to get more veterans to attend.
6. Continue the U.S. Flag turn-in program and provide wider media coverage.

APPENDIX C

SPECIAL ACTIVITIES AND PROGRAMS

1. Vietnam Era/Disabled Veterans Poster
<http://www.dol.gov/vets/programs/userra/poster.pdf>
2. Affirmative Action Guide for Administrators, Managers, and Supervisors
<http://hr.osu.edu/hrpubs/vetmgrbroch.pdf>
3. Student Veterans Outreach Brochure
<http://hr.osu.edu/hrpubs/vetbroch.pdf>
4. Veterans Lunch Series
<http://hr.osu.edu/vet/events.htm>
5. Affirmative Action Training for Managers and Supervisors
<http://hr.osu.edu/ohrd/home.htm> (workshops link)
6. Student Veteran Award
<http://hr.osu.edu/vet/skurow.htm>

APPENDIX D

RELEVANT AFFIRMATIVE ACTION FORMS

1. Equal Employment Identification Form
<http://hr.osu.edu/forms/emp/aaed.pdf>
2. Veterans Self-Identification Form
<http://hr.osu.edu/forms/vetid.pdf>
3. Employment Services Forms (<http://jobs.osu.edu/>)
 - a. Classified Civil Service Examination Request
 - b. Employment Application
 - c. Position Referral Request
 - d. Promotion/Transfer Request
4. University Personnel Postings (<http://jobs.osu.edu/>)

AFFIRMATIVE ACTION PLAN/PROGRAM
FOR
INDIVIDUALS WITH DISABILITIES*

*For the purpose of this plan, the university will use the term “Disability” in place of the term “Handicap” as is used in the Rehabilitation Act of 1973, as amended.

Individuals with Disabilities*
(41 CFR 60-741)

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I. *Affirmative Action Plan/Program for Individuals with Disabilities*

A. Introduction

In accordance with the Rehabilitation Act of 1973 (P.L. 93-112) as amended by the Rehabilitation Act of 1974 (P.L. 93-516), The Ohio State University agrees to offer equal opportunities to employ and advance in employment qualified individuals with disabilities. The Rehabilitation Act requires all federal contractors or subcontractors to not discriminate against any employee or applicant for employment because he or she is disabled in regards to any position for which the employee or applicant for employment is qualified.

Therefore, The Ohio State University agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled individuals without discrimination based upon their disability status in all employment practices including the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

It is a violation of the intent of the university's nondiscrimination policy to retaliate against or harass an employee who files a complaint or is involved in an investigation of a complaint of discrimination or harassment. Employees who feel that they have been harassed or feel they are subjected to retaliation because of their veteran and/or disability status or participation in an investigation of a complaint are entitled and encouraged to file a complaint with the Office of Human Resources. Complaints will be investigated in accordance with the university's complaint/grievance procedures.

The following outlines the Affirmative Action Program and all associated procedures that will be employed to assure that the university is in compliance with the requirements of the Rehabilitation Act of 1973 and that it operates in the best interest of all potential employees and the general public.

For the purposes of this plan/program, the university adheres to the following definitions:

Individuals with Disabilities/Handicap (*See statement on cover page) – means 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.

Qualified Individuals with Disabilities – means a disabled individual who is capable of performing a particular job, with reasonable accommodation to his or her disability.

Substantially Limits – means the degree that the impairment affects employability. A disabled individual who is likely to experience difficulty in securing, retaining or advancing in employment would be considered substantially limited.

Life Activities – may be considered to include communication, ambulation, selfcare, socialization, education, vocational, training, employment, transportation, adapting to housing, etc. For the purpose of section 503 of the Act, primary attention is given to those life activities that affect employability.

Has a record of such impairment – means that an individual may be completely recovered from a previous physical or mental impairment. It is included because the attitude of employers, supervisors and co-workers toward that previous impairment may result in an individual experiencing difficulty in securing, retaining, or advancing in employment. The mentally restored and those who have had heart attacks or cancer often experience such difficulty. Also, this part of the definition would include individuals who may have been erroneously classified and may experience discrimination based on this misclassification. This group may include persons such as those who have been misclassified as mentally retarded or mentally restored.

Is regarded as having such an impairment – refers to those individuals who are perceived as having a disability, whether an impairment exists or not. Because of attitudes, or for any other reason, are regarded as disabled by employers, or supervisors who have an effect on the individual securing, retaining or advancing in employment.

A. University Personnel Procedures

The following university offices have direct responsibilities for reviewing the university’s personnel procedures to assure that they give proper consideration of the job qualifications of known applicants and employees who are disabled:

Office of the President
Office of the Senior Vice President and Provost
Office of Human Resources
Office of the ADA coordinator

These personnel procedures must be appropriate for considering the job qualifications of individuals with disabilities for job vacancies that are filled either by direct hiring or promotion.

1. Review of Specific Job Qualifications and Requirements

The Office of Human Resources/Compensation conducts a thorough review of all job postings to assure that any stated and/or implied qualification requirements for a specific job do not screen out qualified disabled individuals and are indeed job related and consistent with business necessary for carrying out the safe performance of the specific job. This review includes all physical and mental job qualification requirements (including medical examinations) that are used by the university in the selection of applicants for employment or training and/or promotion and demotion. In those cases where the university requires a comprehensive medical examination as a condition of employment, part of the review of the job postings will include a review to assure that the results of such examinations are not used to screen out any qualified applicants and that the results of such examinations are used in accordance with this plan. All information resulting from medical examinations will be kept confidential except when (a) supervisory and/or managerial personnel need to be informed regarding any restrictions or accommodations; (b) first aid or safety personnel need to be informed if the condition may require any emergency treatment; and (c) government officials are investigating compliance with the Act and request to be informed. This review will take place before any specific job is posted internally or advertised to the general public and will include positions that are classified as

either senior administrative and professional, unclassified professional, classified civil service, or instructional/faculty.

2. Reasonable Accommodations for Physical and Mental Limitations

The university agrees to make reasonable accommodations to the physical and mental limitations of any faculty/staff member or applicant including disabled individuals unless such accommodations would impose an undue hardship on the conduct of university business. The Office of Human Resources has designated its Office of Consulting Services and Employee Relations with the responsibility for establishing procedures to evaluate and facilitate any request for accommodations from an employee or applicant having a disability. The consideration of the requested accommodation and assessment of alternatives and implementation shall also involve input and action from the department to which the individual is assigned and/or the department that must take the necessary action to accomplish the accommodation. The university will only consider business necessity and financial costs/expenses when determining to what extent it can meet the requested accommodation.

3. Compensation

In offering employment or promotion to individuals with disabilities, the university will not reduce the amount of compensation offered because of disability income, pension or other benefits the applicant or employee receives from another source.

4. Positive Recruitment/Outreach

The university will continue to institute effective procedures for informing university faculty/staff and prospective employees, including qualified disabled individuals, of its commitment to non-discrimination and affirmative action in employment and advancement. These procedures will be used to promote

understanding and acceptance from all levels of the university's workforce and to encourage their support in meeting the university's commitment to engage in affirmative action to increase employment opportunities for qualified disabled individuals.

In order to ensure that the university's affirmative action policies are communicated to potential applicants, appropriate recruiting sources will be notified of available university programs and job openings by receipt of the University Position Postings. These sources may include but are not limited to:

- The Disability Employment Representative in the Ohio Bureau of Employment Services Office
- The Disabilities Administration Regional Office
- Local Disability Groups and Handicapped Service Centers
- The Office for Disability Services
- The Disabilities Employment Training Services
- Goodwill Rehabilitation Center
- Rehabilitation Services Commission
- Epilepsy Association of Central Ohio
- Center for Vocational Alternatives
- Employment Resource Center
- Ohio Bureau of Vocational Rehabilitation
 - * Rehabilitation Services Commission
 - * Ohio Bureau for the Visually Impaired
- Ohio Bureau of Employment Services/National Job Bank Systems

The Office of Employment Services will make personal contacts with key members of these various recruiting organizations, along with members of educational institutions (e.g. School for the Blind, Deaf, etc.), social service agencies, and vocational rehabilitation agencies to introduce the university's policies and procedures concerning applicant selection and referral, qualification requirements, follow-up and feedback, etc. These personal contacts will be

utilized as an opportunity to receive advice and technical assistance from these recruiting organizations.

A. Internal and External Dissemination of University Policies

The following procedures are used to both communicate and disseminate to the general community the university's commitment and policy to engage in affirmative action on behalf of qualified individuals with disabilities. By using these procedures, the university expects to gain support and cooperation from its various supervisory and managerial personnel in the overall affirmative action policy and programs.

1. The affirmative action policy will be included in the university's Operating Manual. It will also be published periodically in the following: student newspaper, faculty and staff newsletter and all annual reports and official publications from the Office of Human Resources.
2. In Employment Services public notices (posters) stating the policy will be posted on bulletin boards in all university placement offices (on all campuses) and other appropriate buildings (classrooms, labs, etc.) and areas (residence halls, study halls, etc.)
3. The Office of Human Resources will continue to meet with personnel responsible for publishing documents that have the potential of highlighting the accomplishments of all university faculty and staff including those of individuals with disabilities, to encourage the publication of such.
4. A copy of the policy will be provided to each administrative unit vice president and college dean.
5. Introduction of the policy and program will be included in regular university sponsored workshops and seminars (including new employee orientation and training programs) for university employees and students. The internal complaint procedures of the Office of Human Resources will also be disseminated.
6. The following statement will be included in all official contracts and agreements with current and potential contractors, subcontractors, labor unions, vendors and suppliers:

The university is required by the terms of the Rehabilitation Act of 1973 and is committed to taking affirmative action on behalf of qualified disabled individuals and the university requests your support and cooperation with these requirements and commitments.

A. Responsibility for Implementation of the Affirmative Action Plan

The president of the university has the ultimate responsibility for the university's equal opportunity and affirmative action policies. The president has delegated responsibility for establishing and implementing the university's affirmative action plan(s) and program(s) under the leadership of the Office of the Associate Vice President for Human Resources. This office has responsibility for overseeing the daily operation of the program, including establishing operational procedures, monitoring of program activities, evaluating program effectiveness and making recommendations to university officials concerning the university's affirmative action goals and obligations. In addition to the above functions, the Office of Employment Services will oversee the implementation of the following activities:

1. Ensure that identified individuals with disabilities are informed of the opportunity to participate in all university sponsored educational, training, recreational and social activities, and that participation in these activities is voluntary.
2. Ensure that all regional campuses and their various departments and administrative units are in compliance with the university's affirmative action policy and plan for individuals with disabilities. Administrative personnel will be annually requested to provide feedback in regards to their affirmative action efforts.
3. Serve as one of the university's liaisons between the university and organizations and enforcement agencies of and for disabled individuals.
4. Ensure that efforts will be made to include qualified disabled individuals on various university personnel policy boards and committees.
5. Ensure through procedures previously detailed herein that effective recruiting procedures are being employed to reach qualified disabled individuals.
6. Ensure at the onset of the search process that all members of university search committees are aware of the university's affirmative action policy concerning disabled individuals.
7. Ensure through the use of forms and affirmative action statements herein that all selected candidates prior to hiring are aware of and understand the university's affirmative action policies including those for individuals with disabilities.
8. Throughout the academic year, training sessions and other forms of communication will be sponsored by different units within the Office of Human

Resources for executive, managerial and supervisory personnel, as well as other employees, to explain the intent of the policy and their individual responsibilities regarding the plan and its effective implementation. Such meetings will provide a forum for discussion of problem areas regarding implementation as well as possible solutions to those problems. Other topics may include effectiveness of solutions, programs and procedures.

9. To implement an internal auditing and reporting system to determine the effectiveness of the university's affirmative action plan and procedures.

The university administration will be periodically updated as to the effectiveness of this plan/program. Programmatic changes will be made in this plan to resolve any deficiencies.

B. Invitation for Self-Identification

Applicants who are individuals with disabilities can identify themselves after an employment offer has been made.

The following procedures are utilized:

1. In Employment Services, notices are posted stating the existence of the affirmative action program for individuals with disabilities.
2. b A notification of the university's Affirmative Action Plan/Program for Individuals with Disabilities will be placed in appropriate university publications.
3. Each applicant or employee is informed that this information is voluntarily provided and that it will be kept confidential (for exceptions see page 3, paragraph 2); that refusal to provide it will not subject them to any adverse treatment and that it will be used only in accordance with the applicable laws and regulations. Any applicant or employee who chooses to identify himself or herself will be informed that the university will seek their advice regarding proper placement and appropriate accommodations (e.g., any special methods, procedures, equipment or skills needed, changes in the physical aspect of a particular job, elimination of certain duties relating to a particular job, etc.).

A. Annual Review of Affirmative Action Plan

Once every year the Office of Human Resources conducts a review of the affirmative action program. This review examines the effectiveness of the various components of the program and recommends any changes or updates necessary for meeting the university's affirmative action commitment.

This Affirmative Action Plan/Program for Individuals with Disabilities is available for review by any applicant for employment or current employee anytime during regular university business hours (8:00 a.m. – 5:00 p.m. Monday through Friday from September through May, and 7:30 a.m. – 4:30 p.m. Monday through Friday from June through August) at the following university office:

***The Office of Human Resources
113 Archer House
2130 Neil Avenue
(614) 292-4164***

A copy of the Affirmative Action Plan is available for review on each of the university's regional campuses at the following locations:

***The Ohio State University @ Newark
Founders Hall
University Drive
Newark, Ohio 43055***

***The Ohio State University @ Marion
Morrill Hall
1465 Mt. Vernon Avenue
Marion, Ohio 43302-5695***

***The Ohio State University @ Mansfield
103 Ovalwood Hall
1680 University Drive
Mansfield, Ohio 44906***

***The Ohio State University @ Lima
Galvin Hall
4240 Campus Drive
Lima, Ohio 45804***

*Agricultural Technical Institute
1328 Dover Road
Wooster, Ohio 44691*

A. University Contractors, Subcontractors and Vendors

In order to assure that all contractors, subcontractors and vendors are in compliance with the Rehabilitation Act of 1973, all university contracts, subcontracts, and purchase orders (of \$2,500 or more) shall include the following Affirmative Action clause (#60-741.4):

AFFIRMATIVE ACTION FOR INDIVIDUALS WITH DISABILITIES

- (a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- (b) The contractor agrees to comply with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (c) In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notice shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- (e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.
- (f) The contractor will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each

subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Appendices

APPENDIX A

Key Programmatic Objectives for 2003

1. Examine ways of improving our contacts with organizations and agencies that support the employment of individuals with disabilities.
2. Improve our communication of the goals and responsibilities for affirmative action for individuals with disabilities to senior and middle level management.
3. Continue to improve our understanding of what are the problems and needs of employees with disabilities.
4. Improve our communication of available services for current and prospective employees with disabilities.

APPENDIX B

SPECIAL ACTIVITIES AND PROGRAMS

1. Office of Disability Services Contact Information
2. ACCESS: A Balance of Rights and Responsibilities
3. Accommodations and Services for Students with Disabilities
4. Reader Services Program
5. Disability Parking Procedures and Policies
6. Adapted Recreational Services