

Who is eligible for affirmative action consideration?

Armed Forces Service Medal Recipient - a veteran who participated as member of a unit involved in military operations of significant numbers with no foreign armed opposition or threat of imminent hostile action.

Disabled Veteran - any veteran who has a 30% or more disability rating from the Department of Veterans Affairs for any period of service, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Campaign Badge Holder - a person who participated in a war, campaign or expedition (includes Vietnam Era Veterans) and received a campaign badge or expedition medal. For a complete list, please check the Federal Office of Personnel Management website at www.opm.gov/veterans/html/vgmedal2.htm.

Recently Separated Veteran - 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.

What laws apply to affirmative action for veterans?

The Vietnam-era Veterans Readjustment Act of 1974, the Veterans Employment Opportunities Act of 1998, and the Jobs for Veterans Act of 2002.

Does the university have an affirmative action policy?

Yes - Policy 1.10 - Nondiscrimination/Equal Employment Opportunity and Affirmative Action is available online at <http://hr.osu.edu>.

Veterans Affairs provides affirmative action assistance and employee relations support to faculty and staff veterans, and student financial aid to student veterans. Veterans Affairs can also answer questions managers and supervisors have about veterans and their role at the university.

Faculty and staff issues
(614) 292-7047

Veteran Student Financial Aid
(614) 292-3453

Veterans Affairs
Suite 300, 1590 North High Street
Columbus, OH 43201

(614) 292-4164

08/01/05

Veterans Affairs



Guide to Affirmative Action for Veterans

*What
Managers,
Supervisors &
Administrators
Need to Know*

What Does Affirmative Action for Veterans Mean?

University Responsibilities

Since The Ohio State University contracts with the U.S. Government, the university is required to take affirmative action in employment and advancement in employment of qualified veterans.

- This obligation specifically requires:
- Outreach and positive recruitment
- Internal dissemination of policy and intent
- Advancement in employment
- Reasonable accommodations for the disabled
- Documentation practices and accomplishments
- Annual filing of the VETS-100 report on veterans' employment

The Department of Labor does not require the university to hire any particular applicant or to hire from any group of applicants. However, as a part of the posting process, Employment Services in the Office of Human Resources publishes a list of newly created positions and vacancies, and these are filed with the State Job Service (Ohio Bureau of Employment Services).

Keep These Things in Mind

Affirmative action requires that the university take positive steps to enable targeted veterans to be considered for employment opportunities.

The university's personnel practices are reviewed to ensure that currently employed veterans are carefully considered for all promotion, training and retention opportunities.

Affirmative action applies to all employment practices such as:

- Recruitment
- Hiring
- Upgrading
- Demotion
- Transfer
- Layoff
- Termination
- Rate of pay
- Other forms of compensation
- Selection of training
- Job assignment
- Accessibility
- Working conditions

Since The Ohio State University is a federal contractor who has entered or will enter into subcontracts with other businesses in the amount of \$10,000 or more, the affirmative action clause must be included in their subcontracts.

Employment Services Can Help

The staff of The Ohio State University's Employment Services is eager to help supervisors and administrators fulfill their responsibilities.

Employment Services gathers information about job applicants, including:

- Education
- Work experience
- Licenses
- Certification
- Shift restrictions
- Availability

Employment Services administers all pertinent examinations for civil service positions at the University. Qualified applicants are referred for your hiring consideration.

Any veteran covered by the law is encouraged to self identify for purposes of affirmative action with Veterans Affairs at The Ohio State University. The form can be found online at <http://hr.osu.edu>.