
**SPECIAL PROVISIONS CONCERNING PERSONS WITH
DISABILING CONDITIONS, DISABLED VETERANS,
AND VIETNAM ERA VETERANS**



[41 CFR 60-250 and 60-741]
Effective: January 1, 2009

The University of North Carolina at Greensboro does not discriminate against disabled persons and, in fact, is committed to taking affirmative action to employ and advance in employment qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans. All aspects of the Affirmative Action Program, as described fully in other sections of this Plan, apply to the recruitment, employment, compensation, and advancement of disabled persons, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.

Outreach Activities

In seeking out disabled persons, disabled veterans, veterans of the Vietnam era, and other eligible veterans, the University identifies agencies and organizations which may serve to refer applicants. A listing of current referral and specialized placement agencies is included in Appendix II.

Employees of the University with disabilities, disabled veterans, Vietnam Era veterans, and other eligible veterans were asked to identify themselves in response to a questionnaire by the Department of Human Resources in the fall of 1999. An ongoing system for voluntary self-identification is in place for applicants. (See "Employment Information Sheet," sample employment application, and questionnaire inviting employees to self-identify in Appendix VIII.) New employees receive invitations to identify themselves during orientation.

Personnel Practices

The University makes reasonable accommodation to the physical and mental limitations of an employee or applicant.

Information obtained from applicants and employees concerning a physical or mental condition is kept confidential by the Department of Human Resources, except that (1) supervisors and managers may be informed regarding accommodations or restrictions on work or duties; (2) first-aid and safety personnel may be informed where and to the extent appropriate, if the condition reasonably appears to require emergency treatment; and (3) government officials investigating compliance with the equal opportunity employment laws may be informed.

The records of employees known to staff of the Department of Human Resources as having handicaps and known disabled veterans are reviewed regularly to ensure that qualified individuals are given equal consideration for opportunities for upgrading, promotion, and transfer.

Employment procedures for faculty and staff (EHRA and SHRA) include careful attention to evidence of self-identification in these categories and require thoughtful consideration of such applicants for initial employment and promotions and for participation in training opportunities. Periodic reviews of employment procedures allow monitoring of affirmative action activities and responses to these populations. Recruitment staff in the Department of Human Resources are well trained to address issues involved in placing disabled persons in employment and responding to requests for accommodation by such persons. The Division of Employee Services in the Department of Human Resources routinely offers workshops to supervisors which cover affirmative action principles and recruitment policies affecting disabled persons and disabled veterans.

So that qualified disabled individuals are not screened out unnecessarily for the University's jobs, the Department of Human Resources reviews job descriptions as positions become vacant. This process insures that physical and mental job qualification requirements are job related and are consistent with business necessity and the safe performance of the job.

In offering employment or promotions to individuals with disabilities or covered veterans, the University does not reduce the amount of compensation offered because of any disability income, pension, or other benefits the applicant or employee receives from other sources.

Facilities

Since Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 became effective, the University's new construction projects have been designed to ensure compliance with that law. Older buildings on the campus, however, have required renovations, some of which have been extensive. Not all of those renovations have been made because of budgeting constraints.

The University has begun a signage program on the campus to indicate routes for wheelchair access to buildings where that access is not obvious.