

Affirmative Action Plan

Protected Veterans and Individuals

AAP for Protected Veterans and Individuals with Disabilities

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AAP for Protected Veterans and Individuals with Disabilities

1. Policy Statement

It is the policy of The University of Alabama System Office ("System Office") that equal employment opportunity is provided in the employment and advancement of all persons regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity and status as a protected veteran or individual with a disability including at the executive level. The System Office does not and will not discriminate against any applicant or employee regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity and status as a

and affirmative action obligations are fully supported by the Chancellor for The University of Alabama System.

The System Office will also continually implement and update audit and reporting systems that measure the effectiveness of the AAP, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in employer-sponsored activities were extended to all employees and applicants.

If you have any questions regarding our equal employment opportunity or harassment policies or complaint procedures, you may contact the Department of Human Resources.

Jon Garner
Assistant Vice Chancellor for Human Resources

The University of Alabama System Office is fully committed to principals of equal employment opportunity and affirmative action. As Chancellor, I support the successful implementation of the System Office's Affirmative Action Programs. I have appointed the Director of System Benefits and Human Resources Services, Affirmative Action Officer for the System Office, with responsibility for implementation of the System Office's affirmative action activities. The Affirmative Action Officer has the full support of top management and the staff necessary to fully implement this Program. All managers and supervisors will take an active part in the System Office's AAP to ensure all qualified employees and prospective employees are considered and treated in a nondiscriminatory manner with respect to all employment decisions. Furthermore, the University of Alabama System Office will solicit the cooperation and support of all employees for the System Office's Equal Employment Opportunity and Affirmative Action Policy.

Finis E. St. John IV
Chancellor, The University of Alabama System

2. Review of Personnel Processes

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected veterans and employees and applicants with disabilities, reviews are periodically made of our examination and selection methods to identify barriers to employment, training, and promotion.

The System Office periodically conducts a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) known protected veteran applicants and employees and 2) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available.

The System Office ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.

The System Office ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.

The System Office provides reasonable accommodations

3. Physical and Mental Qualifications

To ensure that all physical and mental qualifications and requirements are job-related, reviews are periodically made of these qualifications and requirements as they relate to employment, training, and promotion.

The physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job. This review is done as position descriptions are created or updated.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions that affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)

5. Harassment

The System Office has developed and implemented a set of procedures to ensure that its employees with disabilities and protected veterans are not harassed due to those conditions. A copy of the discrimination, sexual harassment, and related retaliation policy, which includes the prohibition of harassment of individuals with disabilities or protected veterans, is available for distribution to new as well as to existing employees. All new employees are required to complete online nondiscrimination training as part of the new employee onboarding process and every two years thereafter.

6. External Dissemination of Policy, Outreach and Positive Recruitment

Based upon the System Office's review of its personnel policies as described in Section 2, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the Director, Human Resources.

The System Office statement on equal opportunity and affirmative action is communicated to all prospective employees through its inclusion on job postings and the official application for employment.

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7. Internal Dissemination of Policy

In order to gain positive support and understanding for the affirmative action program for protected veterans and individuals with disabilities, the System Office will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Director, Human Resources. The following procedures are designed to foster support and understanding from our executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid us in meeting our obligations.

The System Office's Chief Executive Officer distributes written communication of reaffirmation of commitment to affirmative action annually to all employees. This memorandum is also available on System Office's website.

Ensure the policy is included as part

8. Auditing and Reporting System

The System Office has developed and currently implements an audit and reporting

10.Training

The System Office trains all employees involved with the recruitment, selection, promotion, discipline, training, and related personnel processes of individuals with disabilities or protected veterans to ensure compliance with affirmative action goals.

11 Data Collection Analysis

The System Office has adopted the current national percentage of veterans in the civilian labor

12.Compensation

It is the policy of the System Office that when offering employment or promotion to protected veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.