THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.87
		Revised:	10/1/77
SUBJECT:	EEO Affirmative Action Policy for Disabled Veterans and Veterans of the Vietnam Era	**Date Issued:**	3/4/77
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Office of the President		

I. Article I

Purpose:

To reaffirm its continuing commitment to the principles of equal employment opportunity and to delineate the steps to be taken to ensure the successful realization of its obligation under the Vietnam Era Veteran's Readjustment Act of 1974, the University of Michigan hereby establishes this equal opportunity--affirmative action policy for qualified disabled veterans[1] and veterans of the Vietnam era.[2]

II. Article II

General Policy of the University - Employment of Handicapped Men and Women

"The University will not discriminate in its employment practices against applicants who have a physical disability. Placement will be commensurate will ability to perform assigned work. Handicapped employees will receive the same regular compensation as non-handicapped employees for like work."

Section 201.19 The University of Michigan Standard Practice Guide

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[1] Qualified disabled veteran means "a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 per centum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty who is capable of performing a particular job with reasonable accommodation to his or her disability."

[2] Veteran of the Vietnam era means "a person (1) who (a) served on active duty for a period of more than 180 days any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released therefrom with other than a dishonorable discharge, or (b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975, and (2) who was discharged or released within 48 months preceding the alleged violation of the Act, the affirmative action clause and/or the regulations issued pursuant to the Act.

III. Article III

Specific Policy:

The University will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in regard to any position for which the employee or applicant for employment is qualified.

The University agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled veterans and veterans of the Vietnam era without discrimination based upon their disability or veteran's status in all employment practices such as the following: Employment upgrading, demotion or transfer, recruitment, recruitment advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

IV. Article IV

Dissemination of Policy:

1.0 To encourage understanding, acceptance and support among the University's executives, managers, supervisors and all other personnel and to encourage them to take the necessary steps to aid the University in meeting its obligations to disabled veterans and veterans of the Vietnam era, the University will communicate information on this non-discrimination policy and affirmative action program on a periodic basis to all employees through University publications and other media.

Applicants for employment, as well as employees, will be informed of the University's commitment to increase employment opportunities for qualified disabled veterans and veterans of the Vietnam era. The University will post its non-discrimination-affirmative action policy on appropriate bulletin boards, including a statement that all employees and prospective employees are protected from coercion, intimidation, interference, discrimination or other adverse treatment, for filing a complaint or assisting in an investigation under the Vietnam Era Veteran's Readjustment Assistance Act of 1974.

2.0 All executive, managerial and supervisory personnel will be kept informed of the University's commitment and the University will give its obligation under the Act high priority at appropriate managerial, supervisory and other special personnel meetings and employee orientation and management training programs. It will be a basic item on the agenda of the Regents of the University, the Executive Officers and other managerial

and supervisory meetings at least once a year and more frequently as needs dictate.

3.0 The University will reproduce this policy in its Standard Practice Guide.

4.0 University publications will publicize the University's affirmative action program and will feature articles on the progress, promotions and accomplishments of disabled veterans and veterans of the Vietnam era.

5.0 When appropriate, colleges and universities, vendors, subcontractors, and suppliers will be informed about the University's non-discrimination affirmative action program for disabled veterans and veterans of the Vietnam era.

V. Article V

Implementation Responsibility:

A. Executive Officers:

1.0 Ultimate responsibility for the implementation of this policy and the University's other affirmative action programs rests with the Executive Officers. They are the President, Vice Presidents and Chancellors of the University of Michigan-Dearborn and of the University of Michigan-Flint and the Secretary of the University.

2.0 Each Vice President and Chancellor is responsible for the administration of this policy and the University's affirmative action program within his/her area of responsibility.

B. Deans, Directors, Department Heads:

1.0 Decision-making within the University is decentralized. Each school, college, major institute, center and other major operating unit is headed by a Dean, Director, or Department Head who has a line relationship to an Executive Officer and bears direct responsibility for implementation and enforcement of this policy and affirmative action program within his/her area of responsibility.

2.0 Affirmative Action Liaison Groups, comprised of representatives from each school, college, major institute, center, and other major operating unit, and designated by the Dean, Director, or Department Head, shall work directly with the Director of Affirmative Action Programs in implementing and coordinating this policy and the affirmative action program within each area of responsibility.

C. Director of Affirmative Action Programs:

1.0 The Director of Affirmative Action Programs is a staff assistant to the President and who is responsible to the Executive Officers for directing and coordinating the University's affirmative action programs. The Director of Affirmative Action Programs is to systematize the review and update of the programs and provide advice, counsel, and assistance regarding equal opportunity matters. This will include, with the cooperation of administrative or operating units, the following:

1.1 Review of employment records to determine (a) the availability of known promotable and transferable qualified disabled veterans and veterans of the Vietnam era in the University, and (b) whether their present and potential skills are being fully utilized or developed.

1.2 Development of techniques for effectively communicating information about the University's affirmative action program.

1.3 Design an implementation of a procedure which will systematically monitor the program. Monitoring will include:

a) evaluation of recruitment techniques and sources for disabled veterans and veterans of the Vietnam era;

b) analysis of the hiring and training of known disabled and Vietnam era veterans;

c) review of promotions and transfers of known disabled veterans and veterans of the Vietnam era;

d) identification of problem areas with specific recommendations for overcoming them.

2.0 Additionally, the Director of Affirmative Action Programs will:

2.1 Maintain liaison between the University and governmental agencies, officials and organizations of and for disabled veterans and veterans of the Vietnam era;

2.2 Arrange for the active involvement by University representatives in the community service programs of local organizations of and for disabled veterans and veterans of the Vietnam era;

2.3 Keep the University community informed on the latest developments in the entire affirmative action area;

2.4 Coordinate data gathering, consolidate and analyze data and prepare any required reports.

D. Personnel Director and the Assistant to the Vice President for Academic Affairs:

1.0 The Personnel Director and the Assistant to the Vice President for Academic Affairs for Personnel, each within his/her area of responsibility, shall assist the Director of Affirmative Action Programs to fulfill his/her responsibility and shall review and develop personnel policies and practices that ensure careful, thorough and systematic consideration of the job qualifications of known disabled and Vietnam era veteran employees and applicants for employment.

E. Other Managers and Supervisors

1.0 All other members of management and supervision are responsible within each one's area of responsibility for conducting employment activities in a manner which will ensure compliance with this policy and the affirmative action programs.

VI. Article VI

Recruitment:

1.0 The University will not discriminate against a qualified applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in any of its recruitment activities.

2.0 All recruitment sources will be advised of the University's non-discrimination--affirmative action policy and of its commitment to equal employment opportunities for disabled veterans and veterans of the Vietnam era.

3.0 To attract qualified disabled veterans and veterans of the Vietnam era, the University will enlist the assistance and support of all recruiting sources, including the Michigan Employment Security Commission, appropriate offices of the Veteran's Administration, college placement offices and veteran's counselors, and local and national veteran's groups.

4.0 The University will make special efforts to reach disabled and Vietnam era veterans at all educational institutions from which it recruits.

5.0 The University will continue to use the following logo:

"A Non-Discriminatory Affirmative Action Employer"

on all recruiting, employment and advertising publications, and will utilize professional journals, job registries and other media effective in broadening the pool of Vietnam era and disabled veterans.

6.0 The University will strengthen and develop new recruiting sources from among those specializing in the placement of and/or training of disabled veterans or veterans of the Vietnam era and will establish meaningful contacts with other appropriate veteran's organizations which service disabled veterans or veterans of the Vietnam era, for such purposes as advice, technical assistance and referral of potential employees.

7.0 Search or screening committees will employ methods which will most likely result in the inclusion of qualified disabled and Vietnam era veterans in the pool of candidates.

VII. Article VII

Employment and Placement:

1.0 Qualified applicants for employment will be considered and placed without regard to their status as a disabled veteran or veteran of the Vietnam era. Additionally, the University will attempt to make a reasonable accommodation to the physical and mental limitations of a disabled veteran.

2.0 Selection for employment, training or promotions will be on the basis of valid objective criteria and free from stereotypical assumptions regarding disabled and Vietnam era veterans and their ability to perform assigned work.

Only that portion of the military record, including release or discharge papers, relevant to the specific job qualifications will be considered in the placement or employment of a disabled veteran or veteran of the Vietnam era.

3.0 The University will arrange for career counseling for known disabled and Vietnam era veterans.

4.0 The University will maintain in confidence, to the extent required by 60-250 of 41CFR, information provided by any employees or applicants who identify themselves as disabled or Vietnam era veterans.

VIII. Article VIII

Training:

1.0 Selection for, and participation in, all University training programs will be, insofar as possible, without regard to an employee's or applicant's status as a disabled veteran or veteran of the Vietnam era, and consistent with a reasonable accommodation to the physical and mental limitations of the trainee.

2.0 The University will cooperate with appropriate offices of the Veteran's Administration in the establishment of on-the-job training opportunities for qualified disabled and Vietnam era veterans.

IX. Article IX

Promotions, Demotions, Layoffs, Recall and Transfers:

1.0 For the purpose of promotions, demotions, layoffs, recalls and transfers, an employee's qualifications and service will be considered without regard to his or her status as a disabled veteran or veteran of the Vietnam era.

2.0 To ensure equal opportunity for promotion for disabled and Vietnam era veterans, the University will continue to advertise the availability of all open positions on a University-wide basis.

X. Article X

Union Relations:

1.0 The University will notify all labor organizations representing its employees of its non-discrimination--affirmative action policy for disabled and Vietnam era veterans.

2.0 All labor contract provisions will be reviewed to ensure they are not discriminatory.

XI. Article XI

Personnel Policies:

1.0 Personnel policies and practices, such as compensation and benefit programs, will be the subject of periodic review to ensure that they are consistent with applicable and current legal requirements and that they

are administered without regard to an employee's or applicant's status as a disabled veteran or veteran of the Vietnam era.

XII. Article XII

Subcontractors:

1.0 All subcontractors on government contracts will be informed of the University's commitments under the Vietnam Era Veterans Readjustment Assistance Act of 1974, Public Law 93-508.

2.0 The University will include a non-discrimination--affirmative action clause in every subcontract or purchase order of $10,000.00 or more, according to the provisions of the Act.

XIII. Article XIII

Reports and Records:

1.0 The University will provide such reports as may be required by the Act and will maintain, for a period of not less than one year, records regarding complaints and actions taken thereunder.