



UNIVERSITY POLICY

SUBJECT: AFFIRMATIVE ACTION/EEO **TITLE:** DISABLED VIETNAM-ERA VETERANS

CODING: 00-01-35-45:00 **ADOPTED:** 02/24/81 **AMENDED:** 11/01/97

I. PURPOSE

To establish policy to ensure equal employment opportunity without regard to veteran status in accordance with the Vietnam-Era Readjustment Assistance Act of 1974.

II. ACCOUNTABILITY

Under the direction of the President, the Associate Vice President for Affirmative Action and Equal Employment Opportunity (AA/EEO) shall ensure compliance with this policy. The Associate Vice President for Affirmative Action and Equal Employment Opportunity in concert with the Deans and Vice Presidents shall implement this policy.

III. DEFINITIONS

- A. **Disabled Veteran** - a person entitled to disability compensation under laws administered by the Veteran's Administration for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty (941 C.F.R., Part 60-250.2).
- B. **Qualified Disabled Veteran** - a Disabled Veteran as defined in 941 C.F.R., Part 60-250.2 who is capable of performing a particular job with reasonable accommodation to his or her disability.
- C. **Veteran of the Vietnam-Era** - a person who served on active duty for a period of more than 180 days in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 through May 7, 1975 in an area other than Vietnam with a discharge or release other than dishonorable discharge.

IV. POLICY

A. Requirements:

- 1. The University of Medicine and Dentistry of New Jersey provides affirmative action and equal employment, educational opportunities and all public services in a nondiscriminatory manner to qualified disabled veterans and veterans of the Vietnam-Era. All recruitment, personnel policies and practices, administration of student services and the delivery of health care and related services to ensure the effectiveness and need for remedial action, if any, in this area.
- 2. Reasonable accommodations shall be made to the physical and mental limitations of an employee or applicant unless such accommodation would impose an undue hardship on the conduct of the University's business. The following factors, among others, may be considered: (1) business necessity and (2) financial costs and expenses.

3. Information obtained about an applicant's or employee's physical or mental condition prior to employment through the medical examination for employment shall be kept confidential except with the following exceptions:
 - a. Supervisors and managers may be informed regarding any accommodations and/or restrictions on the work or duties of disabled veteran individuals.
 - b. First aid and safety personnel may be informed, where and to the extent appropriate, if the condition may require emergency treatment.
 - c. Government officials investigating compliance with the Act shall be informed.

B. Responsibilities:

1. The Vice President for Human Resources or his/her designee is responsible for sending all suitable employment openings to the local office of the New Jersey State Job Services and other appropriate recruitment sources.
2. The AA/EEO Office is responsible for:
 - a. ensuring all notices pertaining to the employment and advancement of qualified disabled veterans and veterans of the Vietnam-Era are posted in conspicuous places and are available to all employees and applicants;
 - b. reviewing on an on-going basis all physical and mental job qualifications to ensure that qualifications and requirements do not tend to screen out qualified handicapped individuals and that they are consistent with business necessity and the safe performance of the job; and
 - c. reviewing requests for reasonable accommodations and assisting departments in determining how accommodations can be made.
3. The Director of Purchasing is responsible for ensuring that all subcontracts and purchase orders of \$10,000 and more contain the equal employment opportunity clause.

President