A. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

1. All recruitment is done without regard to sex save any instance where sex is a bona fide occupational qualification (BFOQ). There are presently no positions at UGA for which sex is a BFOQ. There are, however, positions having job-related physical requirements which are not sex-based and which are not used as a mechanism for exclusion of females.

2. Written personnel policies relating to this subject area stand for the policy that applicants and employees of both sexes have an equal opportunity to apply and be considered for any available job that they are qualified to perform.

3. The University does not make any distinction based upon sex in employment opportunities, wages, hours, benefits, or other conditions of employment. Any conditions of employment related to marital status, parental status, or age shall apply regardless of sex. The University provides appropriate and comparable physical facilities for both sexes.

4. The policy regarding leaves of absence applies equally to all employees regardless of sex. Employees availing themselves of maternity leave are permitted to work as long as allowed by their health care providers and can return to work in the same manner. No mandatory time limits exist for maternity or any disability leave. Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions shall apply.

5. The University does not specify any differences for male and female employees on the basis of sex in its policies on the normal age of retirement.

6. The University's wage schedules are not related to or based on the sex of employees.

7. The University does not restrict one sex to a certain classification. Notification of all job opportunities is made available to all employees, regardless of sex, and all employees are encouraged to apply, regardless of sex.

8. Both male and female employees within a job class have equal access to any training programs.
SECTION XIV. RESERVED
SECTION XV. RELIGION AND NATIONAL ORIGIN

This institution complies with federal guidelines on nondiscrimination. The University does not discriminate against employees or applicants for employment because of religion or national origin. Applicants are employed and employees are treated during employment without regard either to their religion or their national origin.

The policy of equal opportunity without regard to religion or national origin is reaffirmed in the President’s policy statement and is discussed as appropriate at administrative meetings.

The University makes reasonable accommodations to the religious observances and practices of its employees.

Complaints alleging religious or national origin discrimination will be addressed in accordance with the dispute resolution policy which appears as Appendix K.
A. IN ACCORDANCE WITH PROVISIONS OF THE VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1974, IT IS THE POLICY OF THIS INSTITUTION TO ENSURE THAT ALL VIETNAM ERA VETERANS AND/OR DISABLED VETERANS, WHO ARE CURRENT EMPLOYEES OF THE INSTITUTION OR APPLICANTS FOR EMPLOYMENT, ARE AFFORDED EQUAL OPPORTUNITY IN MAINTAINING A PRESENT POSITION AND/OR BEING CONSIDERED FOR A POSITION, PROVIDED THEY ARE QUALIFIED. THIS POLICY INCLUDES ALL ASPECTS OF EMPLOYMENT: HIRING, PROMOTION, DEMOTION OR TRANSFER, RECRUITMENT, ADVERTISING, LAYOFF OR TERMINATION, EQUAL PAY AND OTHER COMPENSATION, AND SELECTION FOR TRAINING. THE UNIVERSITY OF GEORGIA ALSO AGGRESSIVELY SEEKS TO MAKE COVERED VETERANS AWARE OF EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES AT THE UNIVERSITY.

B. THE REQUISITE INVITATION TO IDENTIFY, COVERING VIETNAM ERA VETERANS AND DISABLED VETERANS IS ENCLOSED AT THE END OF THIS SECTION IN A POLICY STATEMENT FOR DISABLED VETERANS AND/OR VIETNAM ERA VETERANS.

C. DEFINITIONS FOR PURPOSES OF THIS SECTION AND SECTION XVII

The practices and procedures outlined in this Plan are designed for the protection and benefit of those satisfying the following definitions:

1. **“Handicapped individuals”** means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment or (3) is regarded as having such an impairment. Consistent with ADA terminology the terms -- “disabled persons” or “persons with a disability” -- will be deemed to include the term “handicapped individuals”.

2. **“Disabled veteran”** means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percentum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

3. **“Veteran of the Vietnam Era”** means a person (1) who (i) 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 (ii) 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.
August 5, 1964 and May 7, 1975, and (2) who was so 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.

4. “Other Veterans” are those veterans who received a badge, medal, or ribbon for serving during one of the campaigns or expeditions identified for reporting purposes by the U.S. Department of Labor.

D. RESPONSIBILITY FOR IMPLEMENTATION

The Equal Opportunity Officer shall be responsible for efforts to communicate the availability of employment for qualified disabled veterans, veterans of the Vietnam era and others. He will report to the President as needed on such matters as:

1. Development of policy statements and internal and external communication techniques;
2. Identification of problem areas and solutions to workplace problems of identified veterans;
3. Implementing reporting systems such as the VETS-100 Report;
4. Serving as a liaison between the institution and enforcement agencies as well as organizations of and for disabled veterans, veterans of the Vietnam era, and others; and,
5. Inclusion of update information in this area with other compliance program updates prepared by the Equal Opportunity Office. Policy memorandum for Disabled Veteran and Vietnam Era Veteran Faculty, Staff and Job Applications and Assurance of Compliance is located at: www.uga.edu/eoo/eoo_frameset_policy.htm

E. EXTERNAL POLICY DISSEMINATION AND NOTIFICATION OF STATE EMPLOYMENT AGENCIES

1. The University shall periodically communicate its policies through:
   a) State employment service,
   b) State vocational rehabilitation agencies, and
   c) State educational agencies for the disabled.

2. In nonexempt contracts and subcontracts for personal property or non-personal services (including construction) above exempt amounts, reference shall be made to the affirmative action clause as required by Section 503 of the Rehabilitation Act and Executive Order No. 11758.

3. In nonexempt contracts above exempt amounts, a reference shall be made to the affirmative action clause required by Section 402 of the Vietnam Veterans Readjustment Assistance Act of 1974. If the institution receives a non-exempt
federal contract or sub-contract of $10,000 or more at a time when it is under no other such federal contract, it will advise the State Employment Service of employment openings then existing or thereafter occurring in conjunction with such contract at least concurrently with the use of any other recruitment source or effort for the duration of such contract in any instance where the institution is not classified as exempt from such requirement.

F. INTERNAL POLICY DISSEMINATION

The UGA policy for hiring and advancing disabled veterans and Vietnam era veterans shall continue to be included in statements of personnel policy.

1. Under equal employment opportunity policy and affirmative action program to hire and advance disabled veterans, veteran concerns will be featured periodically in Columns or other official media.

2. Executive, management, and supervisory personnel are advised via this Plan of the commitment of the institution to this program and responsibilities for implementation of this program. This policy will be included in orientation of new supervisory/administrative personnel.

3. The policy statement on hiring and advancing qualified disabled veterans and Vietnam era veterans shall be posted in official notice locations convenient to employees and applicants for employment.

4. The dissemination of UGA policy will be reinforced by display of agency posters on employment of disabled veterans and Vietnam era veterans.

G. POSTERS, POLICY STATEMENT, INVITATION AND AVAILABILITY OF AFFIRMATIVE ACTION PLAN

1. Posters furnished by the Department of Labor concerning the employment of disabled veterans and veterans of the Vietnam era will be distributed for display at official notice locations.

2. The University of Georgia invites all persons who believe themselves to be covered, or entitled to benefits under this program to identify themselves. Neither, the provision of, nor failure to provide such information will subject an applicant or employee to any adverse treatment. Such information will be used only in accordance with the Act.

3. This Affirmative Action Plan for disabled veterans and Vietnam era veterans is available for inspection during regular working hours at the Equal Opportunity Office to any employee or applicant for employment upon request.

H. INVOLVEMENT OF ADMINISTRATORS AND FIRST LINE SUPERVISORS
1. Administrators and first line supervisors shall be involved in the identification of problems posed by the application of a disabled veteran employee or applicant for a particular job and with examining the possibilities for reasonable accommodation.

2. First line supervisors shall be informed regarding the restrictions on the work or duties of disabled veterans. Supervisors will be made aware that their performance evaluation includes review of their efforts in the employment and advancement of qualified veterans.

I. REVIEW OF MENTAL/PHYSICAL JOB QUALIFICATIONS

1. UGA will assure equal consideration of the job qualifications of known disabled veteran applicants or employees and Vietnam era veteran applicants or employees for job vacancies and for all training opportunities offered or available.

2. Physical and mental job qualification requirements will be regularly reviewed to ensure they are job-related and are consistent with business necessity and the safe performance of the job.

3. Within effective dates of the ADA, job qualifications were reviewed to assure that qualifications were confined to essential job functions and could not be used as a basis for exclusion of an otherwise qualified disabled person.

4. Each posting sheet to initiate recruitment for a vacant position will be screened by the appropriate office (Human Resources or Equal Opportunity Office) to assure that non-essential job functions are not permitted to be posted as qualifications which would have an exclusory effect upon otherwise qualified disabled veterans.

5. Requirements for review of physical/mental job qualifications are more fully described in Part C of Section XVII, “Disabled Workers”.

J. REASONABLE ACCOMMODATION OF THE DISABILITIES OF VETERANS

The reasonable accommodation policy applicable to disabled veteran applicants and employees is set out in Part E of Section XVI, “Disabled Workers”.

K. COMPENSATION

In offering employment to disabled veterans and veterans of the Vietnam era, the University of Georgia will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source. [www.uga.edu/eoo/eoo_frameset_policy.htm](http://www.uga.edu/eoo/eoo_frameset_policy.htm)

L. POSITIVE OUTREACH TO DISABLED VETERANS AND VIETNAM ERA VETERANS
1. Recruiting materials will be made available, on request, to disabled persons in alternative formats as might be required reasonably to accommodate their needs as an applicant for employment.

2. Classified Jobs Vacancies listings will be available on IPAWS.

3. Any posters furnished by the Department of Labor concerning the employment of disabled veterans and veterans of the Vietnam era will be distributed for display at official notice locations.

4. The University of Georgia invites all persons who believe themselves to be covered, or entitled to benefits under this program to identify themselves. Neither, the provision of, nor the failure to provide such information will subject an applicant or employee to any adverse treatment. Such information is used only in accordance with the Act.

5. The Director, UGA Equal Opportunity Office will represent UGA in the Georgia Department of Disabled American Veterans.

M. AFFIRMATIVE ACTION CLAUSES

The institution includes the affirmative action clauses found in 41 CFR 60-250.4 and 41 CFR 60-741.4 in any covered government subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract).

N. SELF-IDENTIFICATION UNDER VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT

1. The University of Georgia invites applicants or employees who believe themselves to be covered by the above law to identify themselves. Provision of such information is voluntary and is treated confidentially within the limits of applicable law.

2. Refusal to provide such information will not subject affected persons to any adverse treatment, nor will such information be used for any purpose inconsistent with the Act.

O. REVIEW

The Equal Opportunity Office is responsible for review for compliance with this Plan in accordance with direction from reviewing agencies.

P. INTERNAL REVIEW PROCEDURE OR COMPLAINTS OF DISCRIMINATION

Any employee or applicant for employment who is a disabled veteran or Vietnam era veteran under provisions of the Act may file a complaint alleging discrimination with the work unit, with the Equal Opportunity Office, or with the Dispute Resolution Office. The
complaint should be in writing, should be signed by the complainant, and should contain the following information:

1. Name and address (including telephone number) of the complainant;

2. A description of the act or acts considered to be discriminatory; and

3. A concise statement describing any disability complainant has, as well as any job skills, training, or experience.

The UGA Equal Opportunity Office will, as required, forward such complaints in accordance with the UGA Dispute Resolution Policy http://www.uga.edu/legal/pdfs/Dispute.pdf