UNIVERSITY OF MISSOURI – KANSAS CITY

2015 AFFIRMATIVE ACTION PLAN
FOR VETERANS AND
INDIVIDUALS WITH DISABILITIES
NOVEMBER 1, 2013 – OCTOBER 31, 2014

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Section I: Introduction

Preface

The University of Missouri – Kansas City’s (“University”) 2015 Affirmative Action Plan for Veterans and Individuals with Disabilities (“AAP”) was developed in accordance with: the University’s established equal employment opportunity policies; the Equal Employment Opportunity Commission’s (“EEOC”) guidelines on affirmative action (29 C.F.R. Part 1608); Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and related OFCCP regulations (41 C.F.R. Parts 60-741); and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212) and related OFCCP regulations (41 C.F.R. Parts 60-250 and 300). Nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened any federal, state or local employment practice laws.

In developing and implementing this AAP, the University has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (“EEOC”) (29 C.F.R. Part 1608).

While the University firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices and makes this AAP available to employees and applicants upon request, the AAP remains a University proprietary document. Therefore, the following is requested:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (“OFCCP”) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the University of the agency’s decision to disclose and providing the University with ample time to contest the disclosure.

2. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to the University.

3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without a prior notification to the University.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants or other persons, nor does it change in any way the basic at-will employment relationship that all the University employees have with the University. Nothing in this AAP creates a private right of action on behalf of any individual or group against the University.
Statement of Policy

It is the policy of the University not to discriminate on the basis of a physical or mental disability or an individual’s status as a disabled veteran, a recently separated veteran, an Armed Forces Service Medal veteran or Active Duty or Wartime or Campaign Badge Veteran (“Protected Veterans”) with regard to recruitment or recruitment advertising, hiring, training, promotion and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The University does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Protected Veterans without discrimination based upon their physical or mental disability, or veterans’ status, in all employment practices as follows:

Employment decisions at the University are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Protected Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veteran status.

The University will make reasonable accommodations as necessary to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the University's business.

Mikah Thompson, Director, Affirmative Action, Division of Diversity, Access and Equity, will manage the University's AAP for individuals with disabilities and Protected Veterans. The AAP includes an audit and reporting system, which among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the University's AAP to ensure that all qualified employees with disabilities and Protected Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, the University will solicit the cooperation and support of all employees for the University's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Protected Veterans. In accordance with public law, the University's plan of affirmative action for individuals with disabilities and Protected Veterans is available for inspection during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged, or may have engaged, in activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.
Definitions

**Active Duty Wartime or Campaign Badge Veteran:** a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

**Armed Forced Service Medal Veteran:** a veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985.

**Disability:** a person who, generally, (i) has a physical or mental impairment that substantially limits one or more of his or her major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

**Disabled Veteran:** a veteran of the U.S. military, ground, naval or air service who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation), or a person whose discharge or release from active duty was for a service-connected disability.

**Pre-JVA Veteran:** an individual who is an employee of or applicant to a contractor with a contract of $25,000 or more entered into prior to December 1, 2003 and unmodified since to $100,000 or more, and who is a special disabled veteran of the Vietnam era, pre-JVA recently separated veteran, or other protected veteran.

**Protected Veteran:** a veteran who is protected under the non-discrimination and affirmative action provisions of the Act; specifically, a veteran who may be classified as a “disabled veteran,” “recently separated veteran” “activity duty wartime or campaign badge veteran,” or “Armed Forces service medal veteran,” as defined by this section.

**Qualified Disabled Veteran:** a disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

**Qualified Individual:** an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

**Recently Separated Veteran:** a veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty.
Section II: Plan Elements

Chapter 1: Designation of Responsibility

Affirmative action for individuals with disabilities and Protected Veterans is the responsibility of every employee at the University. Ms. Thompson is responsible for the implementation and monitoring of this AAP at the University. Ms. Thompson has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

- Develop policy statements, AAPs, and internal and external communication techniques to ensure that managers, supervisors, and employees are following the University's affirmative action policies;
- Monitor regular communications between local managers, supervisors, and employees to ensure compliance with the University’s policies;
- Inform supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the University is obligated to prevent harassment of employees placed through affirmative action efforts;
- Identify, in conjunction with line management, known employees with disabilities and Protected Veterans and any problem areas in implementing the AAP, and develop solutions, including possible modes of accommodation;
- Design and implement internal audit and reporting systems that will measure the effectiveness of the University's Plan, indicate the need for remedial action, determine the degree to which the University's objectives have been attained, determine whether known employees with disabilities and Protected Veterans have had the opportunity to participate in all University-sponsored educational, training, recreational, and social activities, and ensure that each University location is in compliance with applicable laws and regulations;
- Serve as liaison between the University and enforcement agencies, and between the University and organizations of and for persons with disabilities, and encourage active involvement by University representatives in the community service programs of local organizations of and for individuals with disabilities and Protected Veterans;
- Keep management informed of the latest developments in the entire affirmative action area;
- Arrange for career counseling for known employees with disabilities and Protected Veterans, where appropriate.
- Oversee the progress of new processes related to VEVRAA and Section 503 regulations (Subpart A, B, C, D, E) effective March 24, 2014, regarding protected veterans and individuals with disabilities.
Chapter 2: Self-Identification Process

Pursuant to Vietnam Era Veteran’s Readjustment Assistance Act of 1974, as amended, and the Rehabilitation Act of 1973, as amended, prior to an offer of employment, the pre-offer stage, the University currently invites all applicants to voluntarily self-identify as each applicable Protected Veteran category. The University also invites applicants to self-identify as a protected veteran during the post-offer phase. In accordance with Executive Order 11246’s Internet Applicant rule, the University only invites internet applicants who meet the Internet Applicant requirements to self-identify. The University has conducted an initial self-identification survey of employee disability status and intends to invite employees to self-identify every five years thereafter. The University will annually alert employees that they may voluntarily update their disability status at any time. If an individual identifies himself or herself as an individual with a disability or a disabled veteran, the University seeks the individual’s advice concerning any necessary accommodations to allow the individual to perform his or her job.
Chapter 3: Review of Personnel Processes

The University continues to review its personnel procedures to determine whether they assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Protected Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that the personnel processes facilitate the implementation of the University's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. The University's employment application includes a full non-discrimination statement to further assure applicants of the University's policy of equal employment (Exhibit 1: Application for Employment, undated). All non-executive positions that we do not expect to fill from within will be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions. The University periodically reviews the physical and mental job qualifications to ensure that they do not tend to screen out individuals with disabilities or Protected Veterans for reasons that are not job-related or consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Protected Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, the University considers military experience only to the extent that it increases the veteran's qualification for the job. Finally, the University ensures that its personnel processes do not stereotype individuals with disabilities or Protected Veterans.

Consistent with the regulations, the University has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Protected Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that its personnel practices facilitate the implementation of the University's affirmative action obligations:

1. As covered individuals apply for positions within the University, their personnel forms will be annotated to identify each vacancy for which the person was considered.

2. The personnel records of each known covered individual includes (i) the identification of each promotion for which the person was considered, and (ii) the identification of each training program for which the person was considered.

3. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement includes a comparison of the qualifications of the covered individual and the person(s) selected.

4. Where applicants or employees are selected for hire, promotion, or training, and the University undertakes any accommodation which makes it possible to place a covered individual in the job, the University will keep a record of the accommodation in a confidential medical file.

This information will be quickly retrievable for review by government officials and the University's personnel officials for use in investigations and compliance activities.
Chapter 4: Review of Physical and Mental Job Requirements

The University reviews physical and mental job qualification requirements annually; as job qualification requirements are revised; or as new equipment is installed. Review measures ensure that potential employee’s qualification requirements do not screen out qualified individuals with disabilities or disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, the University will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.
Chapter 5: Reasonable Accommodations

The University has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and disabled veterans that have been implemented are the following:

1. Short and long-term disability programs that provide pay for eligible employees absent due to disability.

2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.

3. A medical leave of absence accessibility to any employee who provides medical documentation of disability.

4. Provide reasonable accommodations if necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified disabled veterans.

5. Redesign jobs to eliminate nonessential functions if necessary to accommodate a disability unless the redesign creates an undue hardship.

6. Arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.

7. Accommodate employees with disabilities by allowing a reasonable amount of time off for physicians’ visits.

8. Provide special parking for individuals with disabilities and/or disabled veterans.

If an individual has a disability or is a disabled veteran, he or she is encouraged to tell the University about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact Mikah Thompson, Director, Affirmative Action, Division of Diversity, Access and Equity, University of Missouri – Kansas City, 5100 Rockhill Road, Kansas City, MO 64110-2499.

Where an employee who is known to be an individual with a disability or a disabled veteran is having significant difficulty performing his/her job and the University reasonably concludes that the performance issues may be related to the known disability, the University will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee’s disability. If the employee indicates that his/her disability is impacting his/her performance, the University will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.
Chapter 6: Compensation

In offering employment or promotions, the University does not reduce the amount of compensation offered to individuals with disabilities or Protected Veterans because of any disability income, pension or other benefit that the employee receives from another source.
Chapter 7: Outreach and Positive Recruitment

The University has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Protected Veterans.

While the University believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach and positive recruitment programs to augment its existing affirmative action efforts:

1. The University will inform recruiting sources of the University’s policy of affirmative action for individuals with disabilities and Protected Veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Protected Veterans for all positions.

2. The University will enlist the assistance and support of local recruiting sources, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and Protected Veterans. These sources will be informed of the University’s AAP and will be requested to refer qualified individuals with disabilities and qualified Protected Veterans for employment consideration, including those not currently in the workforce who have requisite skills.

3. The University will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Protected Veterans about the University’s policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work-force but who have requisite skills.

4. The University will include disabled individuals and/or Protected Veterans when employees are pictured in consumer and personnel recruitment advertising.

5. The University will make reasonable accommodations for qualified individuals with disabilities and qualified disabled veterans.

6. The University will take positive steps to attract qualified individuals with disabilities and Protected Veterans not currently in the work-force who have requisite skills and can be recruited through affirmative action measures.

7. The University will review the employment records of its known employees with disabilities or Protected Veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.

8. When the University advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.
Chapter 8: Dissemination of Policy

Internal Dissemination
The University recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities and Protected Veterans so that these employees’ awareness of the needs of individuals with disabilities and Protected Veterans can be increased. Accordingly, the University utilizes the following procedures to maximize the internal implementation and dissemination of its policy:

1. The University will invite employees who are individuals with disabilities or Protected Veterans to participate in the AAP.

2. The University will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Protected Veterans and will encourage employee referral of covered applicants.

3. The University’s policy on affirmative action for veterans and individuals with disabilities is posted on University bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the University’s policy of affirmative action and to impart to these personnel their responsibility in making the AAP a success. Top-level management personnel will attend these meetings so that all will know their support of affirmative action.

5. Meetings with all employees of the University will be conducted by department heads to inform the employees of the University’s policy of affirmative action and to explain the employees’ responsibility to comply with the policy.

6. An invitation to participate in the University’s policy of affirmative action is disseminated to all applicants once the company has extended a job offer, but prior to the applicant’s first day of employment.

7. For those University sites subject to a collective bargaining agreement, union officials will be notified as necessary. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

8. The University’s prior years’ Affirmative Action Plans are available for review in the Division of Diversity and Inclusion, 212 Administrative Center, and in the following locations on campus:
   a. The Office of the Chancellor, 301 Administrative Center;
   b. The Office of the Provost, 300 G Administrative Center;
   c. The Office of Human Resources, 226 Administrative Center;
   d. The Reference Desk in the Miller Nichols Library; and
   e. The Circulation Desk in the Health Science Library.
External Dissemination
The University’s commitment to equal employment opportunity and affirmative action is also communicated externally in the following ways:

1. All executives, management officials, supervisors, and other employees of the University will be encouraged to assist in the effort to disseminate the University’s policy of affirmative action to individuals outside the University.

2. The University will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by the University and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Protected Veterans will be incorporated in purchase orders, leases, and contracts made by the University that are covered by the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, and its implementing regulations.

3. The University will send written notification of University policy to all contractors, subcontractors, vendors, and suppliers, requesting appropriate action on their part.
Chapter 9: Development and Execution of Affirmative Action Programs

In addition to the affirmative action programs previously mentioned, the University is developing and executing the following programs:

1. The University will continue to review all physical or mental job qualifications.

2. The University will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Protected Veterans in a manner that limits their access to jobs for which they are qualified.

3. The University will continue to make arrangements to provide opportunities for employees with disabilities and Protected Veterans to discuss any performance problems with their supervisors, and any need for accommodation with their supervisors or the Human Resources Department.

4. As the University makes employees available for participation in community activities, employees who are individuals with disabilities or Protected Veterans will be among those who are encouraged to participate.

5. When the University conducts recruiting efforts at various schools, special efforts will be made to reach individuals with disabilities and Protected Veterans.

6. The University incorporates references to the EEO clause in all new or amended subcontracts and purchase orders using the following language,

   “This contractor and subcontractor shall abide by the regulations of 41 C.F.R. §§ 60-300.5(a) and 60.741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.”

7. The University will post OFCCP notices in conspicuous places, available to employees and applicants. The University will posts the EEO notice electronically for those who do not work on-site.

8. The University has updated its applicant tracking system to track Protected Veterans and disabled applicants.

9. The University has incorporated OFCCP voluntary self-identify pre-offer forms for individuals with disabilities and protected veterans (Exhibit 2).

10. The University has conducted an initial self-identification survey of employee disability status.

11. The University will provide training on Section 503 and VEVRAA amendments for employees involved in personnel processes.

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12. If the University holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and Protected Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up and for feedback on the disposition of applicants referred.
Chapter 10: Training

Ongoing Measures

- The University trains all personnel involved in the recruitment, screening, promotion, disciplinary, and related processes to ensure that the commitments in the University’s AAP are implemented.

- The University’s Hiring Managers have access to the Hiring Manager’s website, which contains helpful tips for conducting interviews. The website also includes a copy of the University’s HR policies, which outline the University’s commitment to equal employment opportunity.

- The University requires all new supervisors and managers to complete core courses within six months of hire. These courses include: (1) Supervisor Foundations; (2) Policy Overview; (3) Legal & Effective Discipline; (4) Interviewing and Selection; (5) Litigation Landmines; and (6) Importance of Appraisals.

Possible Measures to be implemented

- The University will consider developing an affirmative action training program to provide its managers, supervisors and other key decision makers with formal classroom sessions, on-the-job reinforcement and periodic refresher training on relevant equal employment topics. The training may include the following concepts:
  - Diversity & Inclusion
  - Strategic Focus
  - Diversity Management Challenges
  - Implementation Plans
  - Performance Diversity Measurement
  - Identification of Problem Areas & Setting Corrective Goals
  - Implementation of Audit & Reporting Systems
  - Developing and Executing Action-Oriented Programs
Chapter 11: Harassment

The University has developed and implemented procedures to ensure that employees who are individuals with disabilities or Protected Veterans are not harassed because of their disability or veteran status.

A copy of the University's Equal Employment Opportunity Policy forbids harassment against individuals based on protected characteristics is included in the Exhibits section.

**Employee Relations & Complaint Resolution**

- All of the University’s facilities, sponsored recreation, social events and special programs are available to all eligible campus employees without regard to race or gender.

- Staff organizations and associations are available to employees in accordance with individual choice and interest.

- The University provides informal and form complaint resolution processes, which offers employees and applicants the opportunity to resolve discrimination-related complaints at a low-level.
Chapter 12: Audit and Reporting Systems

It is the responsibility of the University’s Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the University’s Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of the University’s AAP.

The University’s audit and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the University’s objectives are being attained;
- Determine whether individuals with known disabilities or Protected Veterans have had the full opportunity to participate in all University sponsored educational, training, recreational and social activities;
- Measure the University’s compliance with the AAP’s specific obligations.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or Protected Veterans will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP will be updated annually and will include a summary of the previous year's actions and programs.
Section III: Exhibits

List of Exhibits

Exhibit 1: Application for Employment, undated

Exhibit 2: Voluntary Self-Identification Form, undated

Exhibit 3: EEO Policy
Create Profile

Address

Country: United States
*Address 1:
Address 2:
Address 3:
*City:
*State:
*Postal:
County:

Email Addresses

*Primary Email Type: 
Email Address: Remove Email

Add Another Email Address

Phone

*Primary Phone Type:
*Phone Number: Extension: Remove Phone

Add Another Phone Number

Save Return to Previous Page
Applications

Apply Now

Attachments - Not Job Specific Documents

- Do NOT upload your COVER LETTER as an attachment.
- IF YOU DO NOT HAVE AN ATTACHMENT, PROCEED TO RESUME OPTIONS BELOW.
- Documents you attach here are NOT job specific and may be viewed by any hiring manager of jobs for which you have applied.
- Examples of Attachments: Transcripts, List of References, Reference Letters, Publication Lists, Writing Samples, etc.
- Limit document name to 50 characters. Maximum size limit is 11MB.
- Do not include special characters (e.g., /, &, %, etc.).
- If you are experiencing technical problems, please call (855) 524-0002

Attachments

You have not added any attachments

Add Attachment

Resume/CV & Cover Letter - Job Specific Document

- Combine your cover letter and CV into one PDF or Microsoft Word document and upload as a resume attachment.
- Limit document name to 50 characters. Maximum size limit is 11MB.
- Do not include special characters (e.g., /, &, %, etc.).
- If you are experiencing technical problems, please call (855) 524-0002.

Resume Options

How would you like to proceed?

- Upload a new resume

Continue  Return to Previous Page
Apply Now

Complete Application
You are applying for

No job has been linked to this application
Consider me for these Job Families:

- Academic Administrators
- Advancement
- Athletics

KCity.pdf  Use a Different Resume

Applicant.Test
1234 Test Address
Test City, KS 66205
Edit Profile

Please make sure you have Completed ALL Sections of the Application before clicking "Apply Now".
Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you have a disability, please check the appropriate box below:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Reasonable Accommodation Notice
Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

1Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.
Self-Identify Veteran

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jojos for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed Forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certain if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed
  - Disabled Veteran
  - Recently Separated Veteran
  - Active Duty Wartime or Campaign Badge Veteran
  - Armed Forces Service Medal Veteran

- I am a protected veteran, but I choose not to self-identify the classification to which I belong
- I am not a protected veteran
- I am not a veteran
Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (ii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.
Submit Online Application

Self Identification Details

UMKC is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. In order to fulfill our reporting obligations, we request your voluntary completion of the information below. This data will be used to monitor the University's Affirmative Action/Equal Employment Opportunity Programs as required by Federal and State laws. THE GENDER AND ETHNICITY INFORMATION YOU PROVIDE BELOW IS NOT PART OF YOUR APPLICATION FOR EMPLOYMENT. INFORMATION PROVIDED WILL BE USED ONLY IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS AND WILL BE KEPT CONFIDENTIAL.

NOTICE OF NONDISCRIMINATION: It is the policy of the UMKC, in support from the Board of Curators, to provide an educational and working environment that provides equal opportunities to members of the University community. In accordance with federal and state law and University policy, the University of Missouri prohibits unlawful discrimination based on race, color, sex, religion, national origin or ancestry, age, sexual orientation, citizenship, status as a protected veteran or status as a qualified individual with a disability. For more information, call the Vice Chancellor - Human Resources at 816-235-1621.

Additional Information:

To request ADA accommodations, please call the Director of Affirmative Action at 816-235-1323.

People with speech or hearing impairments may contact the University by using Relay Missouri, 1-800-735-2966 (TT).

INFORMATION AVAILABLE - UMKC makes available to applicants a security report of crimes that occurred on campus over the previous three years. For a copy of this report, contact the University Police Department at 816-235-1515 or access their web site at: http://www.umkc.edu/finadmin/police/

We request your voluntary completion of the information below.

*Gender:  
Unknown

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<thead>
<tr>
<th>Ethnic Group</th>
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<td>Find First 1 of last</td>
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Add Ethnic Group

☐ I decline to provide my self identification details.
Terms and Agreements

I certify that all information contained in this application and supporting documents is true and complete, and I understand that misrepresentation or omission of facts called for on this application or in an interview is grounds for removal from consideration for employment or dismissal after employment at any time. I authorize this institution to investigate, without liability, all statements contained in this application and supporting documents; including my education, previous employment, driving, and criminal records and other background data. I also authorize former employers, references, or others shown on this application and supporting documents to respond, without liability, to any inquiries by this institution in connection with this application for employment. I understand that all final candidates will be required to successfully pass a Criminal Background Check prior to beginning employment. I agree that all rules, orders, and regulations of the Board of Curators affecting my employment shall constitute a part of my appointment or employment. I understand that by submitting my application electronically, I acknowledge that I have read, understand, and agree to comply with the statements outlined above. Furthermore, I understand the submission of my employment application electronically constitutes the equivalent of my original signature on this document.

- I agree to these terms
- I do not agree to these terms

[Buttons: Submit, Cancel]
Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)
☐ NO, I DON’T HAVE A DISABILITY
☐ I DON’T WISH TO ANSWER

_______________________________  ______________________________
Your Name                           Today’s Date
Voluntary Self-Identification of Disability

Reasonable Accommodation Notice

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EXHIBIT 3
A. **Policy** -- The Curators of the University of Missouri do hereby reaffirm and state the policy of the University of Missouri on Equal Employment/Educational Opportunity.

1. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

2. Equal Opportunity is and shall be provided for all students and applicants for admission without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

B. **Procedures** -- The President of the University shall establish affirmative action procedures to implement this policy.