



**OFFICE OF FEDERAL CONTRACT COMPLIANCE
PROGRAMS (OFCCP)
AFFIRMATIVE ACTION PROGRAM (AAP)
FOR SECTION 503 OF THE REHABILITATION ACT
AND
VEVRAA**

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AAP Administrator: Mikah K. Thompson, Esq.
Director of Affirmative Action/EEO/Title IX Coordinator

Approved by: Leo Morton
Chancellor

Establishment's Name: University of Missouri – Kansas City

Establishment's Address: 5100 Rockhill Road
Kansas City, Missouri 64110



University of Missouri – Kansas City

AFFIRMATIVE ACTION PROGRAM

for

INDIVIDUALS WITH DISABILITIES

and

PROTECTED VETERANS



CONFIDENTIAL TRADE SECRET MATERIALS

The material set forth in the AAP is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.



University of Missouri – Kansas City

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

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I. Equal Employment Opportunity (EEO) Policy Statement

The EEO Policy statement on the following page is posted on the University Of Missouri-Kansas City's bulletin board along with our required employment posters as well as the University of Missouri-Kansas City's website.



University of Missouri – Kansas City EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the University of Missouri-Kansas City (UMKC) not to discriminate against any employee or applicant for employment because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. It is also the policy of UMKC to take affirmative action to employ, and to advance in employment, all persons regardless of their status as minorities, females, individuals with disabilities, or veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions including, but not limited to, recruitment, hires, upgrades, promotions, transfers, demotions, layoffs, recalls, terminations, rates of pay or other forms of compensation; and selection for training, including apprenticeship, at all levels of employment. Furthermore, the University will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

UMKC prohibits harassment of employees and applicants based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. UMKC also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As Chancellor of UMKC, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the University, I have selected Mikah K. Thompson, Esq., as the Director of Affirmative Action, Equal Employment Opportunity, and Title IX Coordinator for UMKC. One of Ms. Thompson's duties is to establish and maintain an internal audit and reporting system to allow for effective measurement of UMKC's programs.

In furtherance of UMKC's policy regarding affirmative action and equal employment opportunity, UMKC has developed a written Affirmative Action Program (AAP) that sets forth the policies, practices and procedures to which UMKC is committed in order to ensure that its policy of nondiscrimination and affirmative action for minorities, females, individuals with disabilities and protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 9 AM and 4 PM, Monday through Friday in the Office of Affirmative Action. The plan is also located on our website (<http://info.umkc.edu/hr/affirmative-action/>) and hard copies are located in the Miller-Nichols Library and the Health Sciences Library. Any questions should be directed to me, your supervisor, or Mikah K. Thompson as the Director of Affirmative Action, Equal Employment Opportunity, and Title IX Coordinator.

A handwritten signature in black ink, appearing to read "Leo E. Morton", is written over a horizontal line.

Leo E. Morton
Chancellor
University of Missouri-Kansas City

II. 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 (see Exhibit A).

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.



III. Review of Physical and Mental Job Qualification Standards

UMKC reviews the physical and mental job qualification standards of each job opening before it is publicly or internally posted to ensure that, to the extent that such qualification requirements tend to screen out qualified individuals with disabilities, they are related to the job(s) in question and consistent with business necessity and the safe performance of the job. The physical and mental qualifications are also reviewed as new jobs are established or job requirements are modified.

All job qualification requirements were found to be job related and consistent with business necessity and safety. UMKC will continue to review physical and mental job qualification requirements whenever a job vacancy will be filled through either hiring or promotion and will conduct a qualifications review whenever job duties change.

If UMKC at any time should inquire into an applicant's physical or mental condition or should conduct a medical examination, such inquiries or exams will be conducted in accordance with the Section 503 regulations and the information obtained as a result of the inquiry or exam will be kept confidential, except as otherwise provided for in the Section 503 regulations. The results of the examination or inquiry will only be used in accordance with the Section 503 regulations.

IV. Reasonable Accommodation to Physical and Mental Limitations

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, University of Missouri – Kansas City, 5115 Oak Street, AC 212, Kansas City, MO 64112.

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.



V. Anti-Harassment Procedures

Employees and applicants of UMKC will not be subject to harassment because of disability or protected veteran status. Retaliation, including intimidation, threat, coercion, or discrimination, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding individuals with disabilities and Protected Veterans is prohibited (see Exhibit B). Any employee or applicant who believes that he or she has been subject to retaliation should promptly contact Mikah Thompson, Director, Affirmative Action, University of Missouri–Kansas City, 5115 Oak Street, AC 212, Kansas City, MO 64112.

This policy is made available for employees and applicants to view. Furthermore, UMKC monitors its environment for the presence of any forms of harassment, intimidation, or coercion and, where warranted, takes corrective action.

VI. 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. See Appendix A for detailed information regarding our outreach and positive recruitment activities during the AAP year. 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 continue to 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 continue to 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 continue to 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 continue to include disabled individuals and/or Protected Veterans when employees are pictured in consumer and personnel recruitment advertising.
5. The University will continue to make reasonable accommodations for qualified individuals with disabilities and qualified disabled veterans.
6. The University continues to 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 for prospective employees, the advertisement will continue to include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.

VII. 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 Office of Affirmative Action, 212 Administrative Center, and in the following locations on campus:
 - a. The Affirmative Action website, <http://info.umkc.edu/hr/affirmative-action/>
 - b. The Reference Desk in the Miller Nichols Library; and
 - c. 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.



VIII. 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 EEO Policy Statement, 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.

IX. Responsibility for Implementation

A. Responsibilities of EEO Coordinator:

Mikah K. Thompson Esq., the Director of Affirmative Action, EEO, and Title IX Coordinator, has been designated to direct the activities of the affirmative action program. This person has the responsibility for ensuring the effective implementation of the company's AAP. These responsibilities include, but are not limited to:

1. Implementing the AAP for individuals with disabilities and Protected Veterans, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with UMKC's affirmative action obligations;
3. Assisting Human Resources department with reviewing the qualifications of all applicants and employees considered/eligible for hiring, promotion, transfer, or layoff/reduction in force to ensure qualified individuals with disabilities and Protected Veterans are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur;
4. Assisting in the development of solutions for any identified problem areas;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit and reporting system that measures the effectiveness of the program;
6. Keeping management informed of equal opportunity progress and problems within the company through, at a minimum, periodic reports;
7. Providing department managers with a copy of the AAP for individuals with disabilities and Protected Veterans and reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the program;
8. Reviewing UMKC's AAP for individuals with disabilities and Protected Veterans with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
9. Assisting in ensuring that career development of employees who are individuals with disabilities and Protected Veterans is equal to that of other employees;
10. Auditing the contents of UMKC's bulletin boards to ensure that required information is posted and up-to-date;
11. Serving as a liaison between UMKC and enforcement agencies; and
12. Serving as a liaison between UMKC and outreach and recruitment sources for individuals with disabilities and Protected Veterans.



B. Responsibilities of Managers and Supervisors:

Managers and supervisors are advised annually of their responsibilities under UMKC's AAP for individuals with disabilities and Protected Veterans. These responsibilities include, but are not limited to:

1. Reviewing UMKC's affirmative action policy for individuals with disabilities and Protected Veterans with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Reviewing the qualifications of all applicants and employees to ensure individuals with disabilities and Protected Veterans are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur; and
3. Reviewing all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.

X. 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 (Exhibit C).
- 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. 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.

Division of Diversity and Inclusion

To celebrate diversity in all aspects of university life, creating inclusive environments, culturally competent citizens, and globally-oriented curricula and programs. In consultation and cooperation with the Chancellor's Diversity Council, opportunities for campus wide training and various lecture series and events have been established and continue to be programmed (<http://info.umkc.edu/diversity/>).

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



XI. Applicant and Hiring Data

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.



Remove this page and replace with the Data Collection by Plan – Disability report.



XII. Utilization Analysis

The utilization analysis is designed to evaluate the representation of individuals with disabilities in each job group within the contractor's workforce with the 7 percent utilization goal established by the OFCCP. The utilization goal is not a rigid and inflexible quota which must be met, nor is it to be considered either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.



Remove this page and replace with the Utilization Analysis Summary – Disability report.



XIII. Hiring Benchmarks

UMKC has adopted the national percentage of veterans in the civilian labor force provided by OFCCP as its hiring benchmark for the AAP year. This benchmark is used as one of the criteria in its assessment of the effectiveness of its outreach and recruitment efforts.



Remove this page and replace with Veteran Benchmark Summary report.



XIV. Identification of Problem Areas and Action-oriented Programs

When the percentage of individuals with disabilities in one or more job groups is less than the utilization goal, UMKC takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, we assess personnel processes, the effectiveness of the outreach and recruitment efforts, the results of our affirmative action program audit, and any other areas that might affect the success of the affirmative action program.

UMKC develops and executes action-oriented programs designed to correct any identified problems areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts, and/or other actions designed to correct the identified problem areas and attain the established goal. Appendix C documents action-oriented programs UMKC will implement to address any problem areas.

Remove this page and replace with the Disability Goal Attainment Summary report.

Exhibit A

On line application is used for ALL non student position titles. The Profile section pasted below is the same for both Academic and Administrative positions.

Create Profile

Address	
Country:	<input type="text" value="United States"/>
*Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Postal:	<input type="text"/>
County:	<input type="text"/>

Email Addresses	
*Primary Email Type:	<input type="text"/>
Email Address:	<input type="text"/> Remove Email
+ Add Another Email Address	

Phone	
*Primary Phone Type:	<input type="text"/>
*Phone Number:	<input type="text"/> Extension: <input type="text"/> Remove Phone
+ Add Another Phone Number	

[Return to Previous Page](#)

Applicant is then asked to provide work and education experience or upload vita for an academic position.

Self-Identify Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

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.¹ 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
we
dis

Message

You're almost done! You will now be asked to voluntarily provide self-identification information regarding disability status, protected veteran status, gender and ethnicity. On the final page, you will click the "Submit" button after designating that you agree with the Terms and Agreements statement. (0,0)

OK

How

You
ma

Dis

- 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.¹ 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.

[Continue](#)

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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 Jobs 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 certainty 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 Military Discharge Date:
- 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 (iii) 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.

[Continue](#)

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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:

Ethnic Group	Find	First	1 of 1	Last
<input type="text"/>				

[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

Submit

Cancel

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Exhibit B

Collected Rules and Regulations

Employment and Termination

Chapter 320.010 Equal Employment/Educational Opportunity Policy

Bd. Min. 2-19-71; Reaffirmed Bd. Min. 10-14-77; Amended Bd. Min. 5-23-80; Amended Bd. Min. 10-15-82; Amended Bd. Min. 10-16-03; Amended Bd. Min. 6-19-14; Revised 9-22-14 by Executive Order 41.

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.

Exhibit C

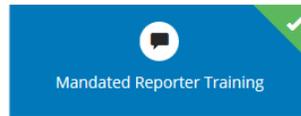
Welcome to the UMKC portal. This page is designed to be a one-stop-shop for all of the training you are required to complete/information you must submit as a UMKC & UM employee. Items are divided into two categories:

- Pending - These are items you must complete before the end of the calendar year.
- Complete - These are items you have already completed.

Pending

You have no pending items.

Complete



APPENDIX A – Outreach and Positive Recruitment



APPENDIX B – Self-Audit



APPENDIX C – Identification of Problem Areas and Action-Oriented Programs