

WAYNE STATE UNIVERSITY



AFFIRMATIVE ACTION PLAN

FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

Detroit, Michigan

January 1, 2007- December 31, 2007

Irvin D. Reid, President

Amy Stirling, Acting Director
Office of Equal Opportunity

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PREFACE

Wayne State University is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 793) and its implementing Office of Federal Contract Compliance Programs (“OFCCP”) regulations (41 C.F.R. Part 60-741), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. Sections 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Part 60-250). Nothing contained in this AAP or its supporting data should be construed as an admission by Wayne State University, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, Wayne State 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 Title VII of the Civil Rights Act of 1964 (29 C.F.R. Part 1608).

While Wayne State 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 company proprietary document. Therefore, the following is requested:

1. If this information is submitted to the OFCCP pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying Wayne State University of the agency's decision to disclose and providing Wayne State University with ample time to contest the disclosure.
2. If this information is supplied to a government contractor, OFCCP 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 Wayne State University.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without the prior consent of Wayne State University.

All monitoring system reports as required by federal regulations and laws have been completed.

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

DEFINITIONS

"DISABLED VETERAN" means 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) under laws administered by the Department of Veterans Affairs for disability rated at 30 percent or more; or rated at 10 to 20 percent in the case of a veteran determined under 38 U.S.C. 3106 to have a serious employment handicap; or a person whose discharge or release from active duty was for a service-connected disability.

"QUALIFIED DISABLED VETERAN" means 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.

"VETERAN OF THE VIETNAM ERA" means a person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, in the republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (iii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or in another place between August 5, 1964 and May 7, 1975.

"OTHER PROTECTED VETERAN" means any other 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, other than disabled veterans or veterans of the Vietnam era.

"COVERED VETERANS" means disabled veterans, veterans of the Vietnam Era, and other protected veterans.

"INDIVIDUAL WITH A DISABILITY" means 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 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.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means 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" means any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty."

STATEMENT OF POLICY
41 C.F.R. 60-250.44(a); 60-741.44(a)

It is the policy of Wayne State University not to discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran, a veteran of the Vietnam Era, or any other protected veteran ("covered 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. Wayne State University does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and covered veterans without regard for their physical or mental disability, or veterans' status, in all employment practices.

Employment decisions at Wayne State University are based solely on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or covered 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 regard for the individual's physical or mental disability or veterans' status.

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

The Director of the Office of Equal Opportunity for Wayne State University will manage Wayne State University's AAP for individuals with disabilities and covered veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors are invited to take an active part in Wayne State University's AAP to ensure that all qualified employees with disabilities and covered veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Wayne State University will solicit the cooperation and support of all employees for Wayne State University's policy and AAP. The Director of Equal Opportunity has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and covered veterans. In accordance with public law, Wayne State University's plan of affirmative action for individuals with disabilities and covered veterans is available for inspection in the Office of Equal Opportunity 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 in, 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.

Irvin D. Reid, President

January 1, 2007

RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. 60-250.44(i); 41 C.F.R. 60-741.44(i)

Responsibilities of the Director of the Office of Equal Opportunity

Affirmative action for individuals with disabilities and covered veterans is the responsibility of every employee at Wayne State University. Wayne State University's Director of the Office of Equal Opportunity is responsible for the implementation and monitoring of this AAP. The Office of Equal Opportunity has the support and staff to manage the implementation of this Plan. These responsibilities include, but are not limited to:

- The development of 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;
- Reviewing personnel actions, policies, and procedures to ensure compliance with Wayne State University's affirmative action obligations;
- Providing department managers with a copy of the Affirmative Action Program for Qualified Individuals with Disabilities and Qualified Protected Veterans and reviewing the program with them as needed to ensure knowledge of their responsibilities for implementation of the program;
- Reviewing the University's AAP for qualified individuals with disabilities and qualified protected veterans with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
- Design and implement internal audit and reporting systems that will measure the effectiveness of Wayne State University's AAP, indicate the need for remedial action, determine the degree to which Wayne State University's objectives have been attained;
- Serve as liaison between Wayne State University and state and federal enforcement agencies, and between the University and private organizations of and for persons with disabilities and covered veterans, and encourage active involvement by University representatives in community service programs of local organizations of and for individuals with disabilities and covered veterans;
- Keep management apprised of the latest developments in all areas of affirmative action;
- Auditing the contents of university bulletin boards annually to ensure that compliance information is posted and is up-to-date.

Responsibilities of Managers and Supervisors

Managers and supervisors are advised of their responsibilities under the University's AAP for qualified individuals with disabilities and qualified protected veterans and of their obligations to:

- Review the University's Non-Discrimination/Affirmative Action Policy for qualified individuals with disabilities and qualified 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;
- Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner in all aspects of employment, including hire, promotion, transfer, and termination.

REQUEST FOR SELF-IDENTIFICATION 41 C.F.R. 60-250.42; 41 C.F.R. 60-741.42

Following an offer of employment, but prior to an individual beginning other employment duties, Wayne State University invites job applicants who are individuals with disabilities or covered veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit A). If an individual identifies himself or herself as an individual with a disability or a disabled veteran, Wayne State University seeks the advice of the individual concerning any necessary accommodations to allow the individual to perform his/her job.

REVIEW OF PERSONNEL PROCESSES 41 C.F.R. 60-250.44(b); 41 C.F.R. 60-741.44(b)

Wayne State University continues to review its personnel procedures to determine whether they ensure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or covered veterans for job vacancies, promotions, and/or educational or training opportunities and to ensure that the personnel processes facilitate the implementation of University's affirmative action obligations. Wayne State University will modify the personnel processes when necessary.

Vacancies are advertised, and applications are accepted from any interested person who expresses an interest in a posted position. Wayne State University's employment application includes a full non-discrimination statement to further assure applicants of Wayne State University's policy of equal employment opportunity. All non-executive positions that are not

expected to be hired internally will be referred to the Michigan Talent Bank, as well as other recruiting sources.

In determining the qualifications of veterans, Wayne State University limits its consideration of a qualified protected veteran's military record, including discharge papers, to only that portion of the record that is relevant to the specific job qualifications for which the veteran is being considered.

REVIEW OF PHYSICAL AND MENTAL JOB REQUIREMENTS

41 C.F.R. 60-250.44(c); 41 C.F.R. 60-741.44(c)

Wayne State University reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified 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, Wayne State 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.

REASONABLE ACCOMMODATIONS TO PHYSICAL AND MENTAL LIMITATIONS

41 C.F.R. 60-250.44(d); 41 C.F.R. 60-741.44(d)

Wayne State University commits to making reasonable accommodations to the known physical and mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on the conduct of its business. In determining the extent of its obligation, Wayne State University will consider business necessity and financial costs and expenses, among other factors.

Wayne State 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. Changes or adjustments to job duties or the work environment that permits a qualified applicant or employee to participate in the job application process and/or perform the essential functions of a job.

2. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.
3. A leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
4. A medical leave of absence is available to any employee who provides certified medical documentation of disability.
5. Special parking for individuals with disabilities or disabled veterans is available at Wayne State University.

Accommodations are made for employees of Wayne State University, either through the Office of Equal Opportunity or through their individual departments. Because of the large number of accommodations that are possible and have been made, a few examples are as follows: a) an air purifier was purchased for an employee's office because of an asthma condition, b) a foot resting device was supplied to an employee with a foot injury, and c) fluorescent lighting was removed from an employee's office because of a vision impairment.

HARRASSMENT PREVENTION PROCEDURES **41 C.F.R. 60-250.44(e); 41 C.F.R. 60-741.44(e)**

Employees of and applicants to Wayne State University will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to exercise their legal rights related to any federal, state, or local law, regarding equal employment opportunities for qualified individuals with disabilities or qualified protected veterans. Any employees or applicants who feel that they have been subjected to harassment, intimidation, threats, coercion, or discrimination because of their disability or status as a qualified protected veteran should contact the Office of Equal Opportunity at (313) 577-2280 for assistance. This policy is regularly communicated to all employees and supervisors.

Wayne State University has developed and implemented procedures to ensure that employees who are individuals with disabilities or covered veterans are not harassed because of their disability or veteran status.

A copy of our Non-Discrimination/Affirmative Action Policy that forbids harassment against individuals based on protected characteristics is included at Exhibit B.

Our Non-Discrimination/Affirmative Action Policy, as well as all of Wayne State University policies are included on the Office of Equal Opportunity website.

EXTERNAL DISSEMINATION OF POLICY, OUTREACH & POSITIVE RECRUITMENT
41 C.F.R. 60-250.44(f); 41 C.F.R. 60-741.44(f)

Wayne State 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 covered veterans.

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

1. Wayne State University will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by Wayne State University and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for covered veterans will be incorporated in purchase orders, leases, and contracts made by Wayne State University that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.
2. When Wayne State University advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "*Wayne State University is an affirmative action/equal opportunity employer*".
3. Wayne State University organized, participated or attended local job fairs, such as the Michigan Department of Labor and Economic Growth, Michigan Works! Agency
4. Wayne State University posts all job position vacancies in its OnLine Hiring System, which is a web-based program and available to the public 24 hours a day, 365 days a year. This website is accessible and accommodating under the ADA and is accessible through any means of Internet connection. In addition WSU has maintained active accounts with the State of Michigan's Talent Bank.

The statutory proscribed language, which prohibits discrimination based upon any protected class, is posted on all job postings on the WSU Online Hiring System as well as any posting or advertisement in any other system.

INTERNAL DISSEMINATION OF POLICY
41 C.F.R. 60-250.44(g); 41 C.F.R. 60-741.44(g)

Wayne State University recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its affirmative action for individuals with disabilities and covered veterans to increase employees' awareness of the needs of individuals with disabilities and covered veterans. Accordingly, Wayne State University will utilize the following procedures to

maximize the internal implementation and dissemination of its policy:

1. Copies of our affirmative action programs will be made available for inspection to any employee or applicant upon request to promote understanding, acceptance and support. Policies are posted on the Equal Opportunity website and are regularly distributed to managers and supervisors.
2. The Affirmative Action policy and the EEO posters are posted on bulletin boards located throughout University departments and facilities.
3. Wayne State University's policy on affirmative action for veterans and individuals with disabilities is posted on the Office of Equal Opportunity website. The posting includes a statement that employees and applicants are protected from harassment, coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation (see Exhibits B and C).
4. Meetings and/or training sessions with executive management and supervisory personnel will be conducted at least annually to explain Wayne State University's policy of affirmative action and to impart to these personnel their responsibility for affirmative action and equal opportunity.
5. Meetings with all employees of Wayne State University will be conducted by department heads to inform the employees of Wayne State University's policy of affirmative action and to explain the employees' responsibility to comply with the policy.
6. An invitation to participate in Wayne State University's policy of affirmative action is disseminated to all applicants once the employing unit has extended a job offer, but prior to the applicant's first day of employment.
7. For those Wayne State University positions subject to a collective bargaining agreement, union officials will be notified as necessary.

AUDIT AND REPORTING SYSTEMS
41 C.F.R. 60-250.44(h); 41 C.F.R. 60-741.44(h)

It is the responsibility of Wayne State University's Director of the Office of Equal Opportunity to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to Wayne State University's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Wayne State University's AAP.

Wayne State University's audit and reporting system is designed to:

- Measure the effectiveness of the affirmative action and equal opportunity program;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which the University's objectives are being attained.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or covered veterans will be maintained for two years, and all personnel actions involving these employees will be maintained in their personnel files.

The Director of the Office of Equal Opportunity will discuss any problems relating to significant EEO complaints, charges, issues, etc. with the President and/or his or her designee.

The Director will report the status of the AAP goals and objectives to top level management and recommend remedial actions for the effective implementation of the AAP.

This AAP will be updated annually.

Internal Review Procedure

Wayne State University has developed an internal review procedure whereby individuals with disabilities and covered veteran employees can raise any issues or claims that may arise during the course of their employment. General communication procedures encourage any and all employees, including those with disabilities or who are covered veterans, to discuss such issues or claims. All matters brought to the attention of the Office of Equal Opportunity will be thoroughly investigated and remedied as necessary.

TRAINING TO ENSURE AAP IMPLEMENTATION 41 C.F.R. 60-250.44(j); 41 C.F.R. 60-741.44(j)

Wayne State University provides training for all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in Wayne State University's AAP are implemented.

LISTING OF EXHIBITS

- Exhibit A Post-Hire/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans
- Exhibit B Non-Discrimination/Affirmative Action Policy
- Exhibit C Discrimination and Harassment Complaint Process
- Exhibit D Vets-100 Report

Note:

The Veterans Employment Opportunities Act of 1998 (VEOA), public Law 105-339, effective October 31, 1998, increased the threshold for coverage under VEVRAA from a contract of \$10,000, or more to a contract of \$25,000 or more; extended the law's protections to "Veterans who served on active duty during a war or in a campaign for which a campaign badge was authorized; and, provides temporary (up to one year) protection to veterans who do not have a service connected disability, did not see action in a foreign war and did not serve during the Vietnam era."

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans 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 12985 (62 Fed. Reg. 1209); changes the definition of "recently separated veteran" to include "any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty"; changes "Special Disable Veterans" to "Disable Veterans," expanding the coverage to conform to 38 U.S.C. §4211 (3); and, following publication of the final regulations, requires contractors to post job listing with their local employment service delivery system.

ESA Final Rule: *Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Protected Veterans [12/01/2005]*

VBHCIA amended VEVRAA by creating a new class of protected veteran, called "recently separated veteran." Recently separated veteran is defined in VEVRAA as "any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty." However, the term "recently separated veteran" is also defined in the Workforce Investment Act of 1998 (29 U.S.C. 2801 et seq.) (WIA) as "any veteran who applies for participation under this chapter within 48 months after the discharge or release from active military, naval, or air service."

Exhibit A

WAYNE STATE UNIVERSITY

CONFIDENTIAL

MEMORANDUM

August 7, 2007

TO: All Faculty and Staff

FROM: Office of Equal Opportunity

RE: Confidential Survey to Identify Faculty and Staff with Disabilities and U.S. Veterans

Wayne State University is committed to equal opportunity, non-discrimination and affirmative action. Federal regulations require WSU to maintain data on persons with disabilities and U.S. Veterans. The questionnaire printed on the reverse side of this page will allow you to self-identify as a person with a disability and/or U.S. Veteran. This data will be used to evaluate WSU's efforts in assuring access, promotional and equal opportunities to the disabled and veterans. We will routinely request this information from new employees to update this data.

The data you provide are considered CONFIDENTIAL information. However, for affirmative action or safety purposes, data may be submitted to the following:

1. Applicable supervisors or managers to facilitate the provision of reasonable accommodations in the design or renovation/alteration of buildings, facilities, fixtures, furniture or job structures;
2. Government officials during review of Wayne State University legal compliance;
3. Human Resources ADA Coordinator for notification of opportunities or activities for employees with disabilities or veterans;
4. First aid or safety personnel.

Your participation in this survey is VOLUNTARY and helps the University's equal opportunity, non-discrimination and affirmative action efforts.

Please complete the survey, seal and return the form to the Office of Equal Opportunity, ONLY if you are attempting to self-identify yourself as a person with a disability or an U.S. Veteran. If you should have any questions, please contact the Office of Equal Opportunity at (313) 577-2280.

Thank you for your cooperation.

**WAYNE STATE UNIVERSITY
OFFICE OF EQUAL OPPORTUNITY
DISABLED PERSON & U.S. VETERAN VOLUNTARY SURVEY**

PRINT NAME: _____ **BANNER ID #:** _____

(Please check one) **FACULTY** **STAFF**

FOR EMPLOYEES WITH DISABILITIES

Disability Definitions: A determinable physical or mental characteristic of an individual, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic substantially limits one or more major life activities of that individual, and is unrelated to the individual's ability to perform the duties of a particular job or position or substantially limits one or more of the major life activities of that individual, and is unrelated to the individual's qualifications for employment or promotion (*Persons With Disabilities Civil Rights Act*). Or, a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment or is regarded as having such impairment (*Americans with Disabilities Act*).

DISABILITY **YES** **NO**

Do you use disability accommodations provided by the University? **YES** **NO**
If yes, please check all of the following types of accommodations you use:

- Access (e.g., ramps, disability parking, special classroom location, etc.)
- Job restructuring
- Special equipment (e.g., amplifying device, special computer, etc.)
- Other

Would you like to receive a packet of information on requesting an accommodation, including the necessary request forms? **YES** **NO**

If yes, please provide your mailing address and telephone number where you can be reached and a disability coordinator will contact you with the appropriate information.

_____ () _____
Address City State Zip Code Telephone

FOR VETERANS

U.S. Veteran definition: A person who served in the active United States military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

U.S. VETERAN **YES** **NO**

Disabled Veteran definitions: [A] a Veteran 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 Veterans Administration for a disability (1) rated at 30 percent or more; or (2) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38 U.S.C., to have a serious employment handicap; or [B] a person who was discharged or released from active duty because of a service-connected disability.

DISABLED VETERAN **YES** **NO**

Vietnam Era Veteran definition: A Veteran, any part of whose military, naval or air service was during the period August 5, 1964, through May 7, 1975; who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge; or (2) was discharged or released from active duty because of a service-connected disability.

VIETNAM ERA VETERAN **YES** **NO**

SIGNATURE

DATE

PRINT NAME



Non-Discrimination/Affirmative Action Policy

Adopted by the Board of Governors February 14, 1986

Wayne State University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities.

This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or handicap, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination. It shall not preclude the University from implementing those affirmative action measures which are designed to achieve full equity for minorities and women.

In furtherance of this policy, its goals and objectives, the University is also committed to a program of affirmative action under which it seeks to remedy the disproportionate under representations of minorities and women as a result of historical practices of discrimination, and to achieve full equity for those affected groups in all areas of University life and service and in those private clubs and accommodations which are used by University personnel. No off-campus activities sponsored by or on behalf of Wayne State University shall be held in private club facilities or accommodations which operate from an established policy barring membership or participation on the basis of race, color, sex, national origin, religion, age, sexual orientation, marital status or handicap. Affirmative action procedures, measures, and programs shall be used to establish, monitor and implement affirmative action plans with goals and time-tables for all budgetary units and the University as a whole.

The Affirmative Action Plans and Programs of the University shall include the participation of minority and female-owned businesses, institutions and firms in the awarding of contracts for consulting, management, construction projects, maintenance, and vendor services.

Implementation of the University's Non-Discrimination/Affirmative Action Policy shall include, but is not limited to, the following:

- a) Review by the President or his/her designee of all proposed academic and non-academic appointments for compliance with this statute;
- b) Review by the President or his/her designee of all proposed contractual commitments by the University with external construction contractors, vendors, consulting, and professional service firms and organizations, for compliance with this statute;
- c) Maintenance of University Affirmative Action Plans consistent with existing law and this statute;
- d) The posting of job openings as provided by Executive Order;
- e) Procedures for the investigation and timely resolution of complaints alleging sexual harassment or discrimination due to race, color, sex, national origin, religion, age, sexual orientation, marital status or handicap;
- f) Development of recruitment programs, designed to attract minority and female job applicants and students;
- g) Annual reports to the Board of Governors describing the status of minorities and women, areas of non-compliance or weak performance, and the University's progress in achieving established goals.

Overall responsibility for implementation of the Non-Discrimination/Affirmative Action Policy, as declared herein, and University compliance with all applicable federal, state and local laws and regulations rests with the President. Day to day administrative responsibility shall be carried by other executive officers as assigned by the President. Such officers shall provide periodic reports to the Board of Governors on the status of the University's Affirmative Action Program, and its record of compliance under this policy.

University Policy 2005-03

Policy-Making by the President

DISCRIMINATION AND HARASSMENT COMPLAINT PROCESS

1.0 Purpose

- 1.1 It is the purpose of this University Policy to set forth the respective roles and responsibilities of the Office of Equal Opportunity and the executive officers of the University in the investigation and resolution of complaints filed internally alleging violations of the University's policies against unlawful discrimination and harassment.
- 1.2 It is also the purpose of this University Policy to implement the University's complaint procedures as referenced in the WSU Board Statutes Annotated 2.28.01 – Non-Discrimination Policy and WSU Board Statutes 2.28.06 – Sexual Harassment Statute.

2.0 Delegation and Authority

- 2.1 The responsibility for receiving, investigating and recommending disposition of discrimination complaints is delegated to the Director of the Office of Equal Opportunity (hereafter "the Director"). Persons alleging violation of the University's non-discrimination and harassment policies may file a complaint with the Office of Equal Opportunity.
- 2.2 The Equal Opportunity Office shall perform an initial assessment of all complaints to determine whether the allegations fall within the scope and jurisdiction of the non-discrimination and harassment policies.
- 2.3 After the initial assessment has been completed, and if the Equal Opportunity Office determines that the allegations fall within the scope of the non-discrimination or harassment policies, the Equal Opportunity Office will so advise the Complainant and the Respondent. If the Equal Opportunity Office determines that the allegations do not fall within the scope of the non-discrimination or harassment policies, the Equal Opportunity Office will refer the Complainant to the proper forum to address his or her concerns.

3.0 Inquiry

- 3.1 If the Equal Opportunity Office determines that the allegations fall within the non-discrimination or harassment policies, the Equal Opportunity Office will conduct an inquiry.
- 3.2 In an inquiry, the Equal Opportunity Office will review the concerns raised and obtain information from appropriate University personnel or other persons. If the Equal Opportunity Office concludes that the initial inquiry has merit and should be resolved, it will suggest steps to resolve the concerns of all of the relevant parties.
- 3.3 If the Complainant or the Respondent does not concur with the proposed resolution, or if the Equal Opportunity Office determines that the allegations, if sustained, would be reasonably likely to result in the need for prompt remedial measures potentially involving disciplinary action, a formal complaint will be initiated.

4.0 Formal Investigation

- 4.1 A formal complaint is a written expression alleging violation of the University's policies on Non-Discrimination or Sexual Harassment. A formal complaint must be signed and dated by the complaining individual(s) ("the complainant"). The filing of a formal complaint requires a full investigation by the Equal Opportunity Office and the development of findings of fact and formal recommendations regarding disposition of the complaint.
- 4.2 The Equal Opportunity Office will provide the person or unit who is accused of violation of the university policies prohibiting discrimination / harassment ("the respondent") a copy of the formal complaint and provide the respondent with an opportunity to provide a written response within the time limits set by the Equal Opportunity Office.
- 4.3 The Director of the Equal Opportunity Office will, within ten working days of the filing of the formal complaint, notify the vice president or dean (hereafter "executive officer") in the division or unit in which the complaint originated, that a formal complaint has been filed. The notification should include the name of the complainant and the nature of the complaint. The Equal Opportunity Office will also maintain regular communication with the complainant and the respondent to advise them of the status of the investigation and disposition of the complaint.

- 4.4 The Director of the Equal Opportunity Office will be responsible for preparing a Notice of Disposition for each formal complaint. The Notice of Disposition will include: (a) a summary of complaint, (b) a statement of findings, (c) conclusion and (d) recommendations, if any. The report will be signed and dated by the Director.
- 4.5 The Notice of Disposition shall be completed no more than 90 calendar days after the date of filing the formal complaint. If the Notice of Disposition cannot be completed within 90 calendar days, the Director of the Equal Opportunity Office must notify the parties of the approximate date on which the Notice of Disposition will be issued.
- 4.6 The Notice of Disposition either will include a finding that there is insufficient cause to conclude that the Respondent engaged in conduct in violation of the university's policies on discrimination or harassment, or that there is probable cause that the respondent engaged in such conduct.
- 4.7 If the Notice of Disposition includes a finding of probable cause and calls for prompt remedial action, the Director of the Equal Opportunity Office shall notify the executive officer responsible for implementing the prompt remedial measures of the finding of probable cause prior to the Notice of Disposition being issued in final form. In cases involving represented employees, the Director of Equal Opportunity should consult with the Director of Labor Relations to ensure that the remedial measure is not constrained by an existing collective bargaining agreement. The executive officer responsible for implementing the prompt remedial action must respond to the Director of the Equal Opportunity Office within 10 working days as to concurrence or non-concurrence with the recommendations.
- 4.7.1 If the executive officer concurs, he/she shall include a proposed time schedule for implementing the prompt remedial measures.
- 4.7.2 If the executive officer does not concur, he/she shall explain the reasons for non-concurrence with the recommendation.
- 4.7.3 If the executive officer concurs with the finding but takes issue with the recommended remedial action, the executive officer shall offer alternative remedial actions along with an implementation time schedule.

5.0 Appeals

- 5.1 If the complainant, respondent or executive officer is dissatisfied with the Notice of Disposition, he/she may file an appeal to the Executive Vice President within 14 days after the final Notice of Disposition has been issued.
- 5.2 The appeal may only be filed on the basis that:
 - 5.2.1 The investigation failed to include evidence that was available and should have been taken into consideration prior to the final disposition.
 - 5.2.2 The investigation failed to comply with the process and procedures that must be followed during the investigation process.
 - 5.2.3 Taking the evidence in the light most favorable to the prevailing party, the outcome is not consistent with the non-discrimination or harassment policy.
 - 5.2.4 The proposed remedial measure is inconsistent with other University policy or collective bargaining agreements.
- 5.3 The Executive Vice President will independently review the appeal. The Executive Vice President may receive additional information if at his or her discretion such information is necessary to the review.
- 5.4 The Executive Vice President's decision on the recommendation of the Equal Opportunity Office will be final.
- 5.5 The individual parties retain the right to appeal discipline, if any, under existing collective bargaining agreements or other applicable University disciplinary policies.

6.0 Other Provisions

- 6.1 Retaliation against any person for filing a complaint or for participating in an inquiry or an investigation of a complaint is strictly prohibited. Such retaliation constitutes a separate basis for complaint under this University Policy.
- 6.2 If a recurring pattern of sustained complaints is identified in a unit of the university that falls under this policy, the Director of the Equal Opportunity Office will consult with the executive officer responsible for that unit.

- 6.3 The Director will provide recommendations and assistance to the executive officer, who will be expected to take prompt remedial measures necessary to correct these breaches of university policy. The Director shall provide the President with a copy of any report to an executive officer made under this subsection.
- 6.4 The Equal Opportunity Office shall maintain a record of all inquiries and formal complaints filed for a period of not more than (3) three-years.
- 6.5 The Equal Opportunity Office is the primary contact and liaison for the University for inquiries, formal complaints, and charges from the Michigan Department of Civil Rights, the Equal Employment Opportunities Commission, the Office for Civil Rights (Department of Education) and the Office for Federal Contracts and Compliance Programs (OFCCP).
- 6.6 The Equal Opportunity Office may consult with the Office of the General Counsel during any stage of the discrimination and harassment complaint process.
- 6.7 The Executive Vice President may designate an entity other than the Equal Opportunity Office to perform any function delegated to the Equal Opportunity Office when circumstances are such that the Director or any employee of the Equal Opportunity Office may be considered a witness in a charge, or under other appropriate circumstances.

7.0 Duration

- 7.1 This University Policy may be revoked or amended at any time, at the discretion of the President without notice.

8.0 Effective Date

- 8.1 This executive order is effective upon the date of issuance.
- 8.2 Executive Order 84-1 is hereby revoked, effective immediately.

Wayne State University

Vets-100 Federal Contractor Report

VETS-100 Reporting Information

Type of Reporting Organization: P

Type of Form: S (1 locations)

Company Identification Information

Company No

W007236

Twelve Month Period

09/30/2007

Parent Company

Wayne State University

Hiring Location

Detroit MI

Address

5700 Cass Ave

Hiring Address

5700 Cass

City

Detroit

County

Wayne

Hiring City

Detroit

Hiring County

Wayne

State

MI

Zip Code

48202

Hiring State

MI

Hiring Zip Code

48202

NAICS: 8221

Duns:

Employer ID Number: 386028429

Information on Veterans

Job Categories	Number of Employees			
	Special Disabled Veterans	Vietnam Era Veterans	Other Protected Veterans	Newly Separated Veterans
OFFICIALS AND MANAGERS	0	5	0	0
PROFESSIONALS	0	18	9	1
TECHNICIANS	0	0	1	0
SALES WORKERS	0	0	0	0
OFFICE AND CLERICAL	0	0	1	0
CRAFT WORKERS (SKILLED)	0	3	0	0
OPERATIVES (SEMI-SKILLED)	0	0	0	0
LABORERS (UNSKILLED)	0	0	0	0
SERVICE WORKERS	0	0	0	0
Totals	0	26	11	1

Maximum number of regular employees on board during the period covered by this report.

Minimum number of regular employees on board during the period covered by this report.