

**AFFIRMATIVE ACTION PROGRAM
FOR
INDIVIDUALS WITH DISABILITIES**

University of North Georgia

All Data

March 1, 2018 through February 28, 2019

Preface

University of North Georgia (also referred to as the University) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Program (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. § 793) and its implementing regulations (41 C.F.R. Part 60-741). Nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

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

While the University firmly believes in dissemination of its affirmative action policies and equal employment opportunity practices and makes the non-data components of this AAP available for review to employees and applicants upon request, the AAP remains a University proprietary document. Moreover, the data on which the University has relied in preparing this AAP are confidential and sensitive, and the University believes release of the data would subject the University to commercial harm. Therefore, the following is requested:

- If this AAP or any supporting data or documentation are submitted to Office of Federal Contract Compliance Programs (OFCCP) pursuant to the Executive Order, the Rehabilitation Act, The Vietnam Era Veterans' Readjustment Assistance Act and/or any implementing regulations (as any or all have been or may

Equal Employment Opportunity and Affirmative Action Statement of Policy
1 41 C.F.R.

threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or

Definitions
41 C.F.R. 60-741.2

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- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to

Request for Self-Identification
41 C.F.R. 60-741.42

In order to notify applicants and employees of the existence of and the opportunity to participate in this affirmative action program and to provide sufficient data to allow University

University of North Georgia periodically reviews its personnel procedures to determine whether they ensure the careful, thorough, and systematic consideration of the job qualifications of employees or applicants with known disabilities for jobs filled either through vacancy or promotion and for educational or training opportunities. The University ensures that its personnel processes facilitate the implementation of the affirmative action program.

Vacancies are advertised, and applications are accepted from any interested person. University of North Georgia's employment application, the careers section of its website, and all advertisements include a non-discrimination statement to further assure applicants of the University's policy of equal employment opportunity. An EEO statement will be included in other recruitment literature should the University use such documents in the future. All non-executive positions lasting three days or

Review of Physical and Mental Job Requirements

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

University of North Georgia reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job related or consistent with business necessity and the safe performance of the essential functions of the job. This review occurs at regular intervals throughout each calendar year, such as when a job may be advertised or filled through hiring or promotion, when the duties of a position are significantly revised, and when considering requests for reasonable accommodation related to the performance of the functions of a position.

University of North Georgia also regularly reviews its personnel processes to ensure any medical exams or inquiries are conducted in accordance with the Section 503 regulations. Information regarding the medical condition or history of an individual obtained as a result of any such inquiry or exam is collected and maintained on separate forms and in separated medical files and treated as a confidential medical record.

To the extent any physical or mental job qualification measurements are found to potentially screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other changes in employment status, such as promotion or training, University of North Georgia will ensure the requirements are related to the specific job for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

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reasonable accommodations.

The University informs employees and applicants of its desire to discuss reasonable accommodations in various ways, including through our Policy Statement and on the Invitation to Self-Identify. Both the Policy Statement and the Invitation to Self-Identify are provided to employees and applicants, and posted for to employees. Individuals interested in discussing accommodations may contact Beth Arbuthnot, the Affirmative Action Officer, the Human Resources Department, #211 or the individual's supervisor. Managers and supervisors are trained to ensure that they know what to do if an employee or applicant makes a request for a reasonable accommodation so that all requests are processed swiftly.

Where an employee with a known disability is having significant difficulty performing m

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Compensation
41 C.F.R. ~~60~~-741.21(a)(9)

In offering employment or promotions, University of North Georgia does not reduce the amount of compensation offered to individuals with disabilities because of any disability income, pension, or other benefit the employee receives from another source. Similarly, the University does not reduce the amount of compensation offered to an employee or applicant because of the actual or anticipated cost of a reasonable accommodation needed, requested, or anticipated.

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The University has developed an internal communication procedure whereby all employees, including individuals with disabilities, can raise issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities, to discuss such issues or claims. All matters brought to the attention of the Affirmative Action Officer

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University of North Georgia has developed and implemented policies and procedures to ensure employees who are individuals with disabilities are not harassed because of their disability status.

A copy of the University's Equal Employment Opportunity and Affirmative Action Policy Statement forbidding harassment against individuals based on protected characteristics is included in this AAP.

Training
41 C.F.R. 60-741.44(j)

The University trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the University's AAP are implemented.

Internal Dissemination of Policy

41 C.F.R. 60-741.44(g)

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. So that these employees' awareness of the needs of individuals with disabilities can be increased and employee participation in the program is increased, the University will utilize the following procedures to maximize the internal implementation and dissemination of its Equal Employment Opportunity and Affirmative Action Policy:

- The University includes a copy of the policy statement in its Policy Manual.
- University of North Georgia's policy on equal employment opportunity and affirmative action for individuals with disabilities is posted on University bulletin boards. The posting includes a statement that employees and applicants are protected from coercion,

If the University has or becomes party to collective bargaining agreements, union officials will be informed the University is bound by the terms of the Rehabilitation Act of 1973, as amended, and is

Outreach, Positive Recruitment and External Dissemination of Policy 41 C.F.R. 60-741.44(f)

University of North Georgia has reviewed its employment practices to determine whether its personnel programs are designed to effectively recruit and advance in employment qualified individuals with disabilities. While the University believes there are no deficiencies in its current employment practices with respect to applicants and employees with disabilities, it engages in outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts. For example, the University sends written notification

objectives

Data

University of North Georgia

March 1, 2018 Annual Affirmative Action Plan

All Data

Individuals with Disabilities Data Collection Analysis

For Period: 3/1/2017 to 2/28/2018

	Total
Number of Job Openings	1944
Number of Jobs Filled	1944
Number of IWD Applicants	18
Number of Applicants	1847
Number of IWD Hires	18
Number of Hired Applicants	1847

Confidential - Not subject to inspection by employees or applicants under 41 CFR Section 60-741.41.

University of North Georgia

Individuals with Disabilities Utilization Goals

155		Assoc/Asst Provost
Total Emp		IWDs
2	Employment %	0.00
	Utilization Goal %	7.00

162		Chief Athletics Administrator
Total Emp		IWDs
1	Employment %	0.00
	Utilization Goal %	7.00

176		Chief Information (IT) Officer
Total Emp		IWDs
4	Employment %	25.00
	Utilization Goal %	7.00

180		Chief Legal Affairs Officer
Total Emp		IWDs
1	Employment %	0.00
	Utilization Goal %	7.00

182		Chief Librarian
Total Emp		IWDs
1	Employment %	0.00
	Utilization Goal %	7.00

190		Director, College/Division/School AC
Total Emp		IWDs
2	Employment %	0.00
	Utilization Goal %	7.00

193		Director, Division/Department AD
Total Emp		IWDs
29	Employment %	6.90
	Utilization Goal %	7.00

196		Department Chair/Head AC
Total Emp		IWDs
25	Employment %	4.00
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

200		Professor
Total Emp		IWDs
83	Employment %	7.23
	Utilization Goal %	7.00

201		Associate Professor
Total Emp		IWDs
119	Employment %	6.72
	Utilization Goal %	7.00

202		Assistant Professor
Total Emp		IWDs
222	Employment %	2.70
	Utilization Goal %	7.00

203		Instructor
Total Emp		IWDs
5	Employment %	0.00
	Utilization Goal %	7.00

204		Lecturer
Total Emp		IWDs
163	Employment %	2.45
	Utilization Goal %	7.00

210		Librarian AC
Total Emp		IWDs
16	Employment %	0.00
	Utilization Goal %	7.00

213		Academic Professional AC
Total Emp		IWDs
1	Employment %	0.00
	Utilization Goal %	7.00

922		Limited Term Faculty
Total Emp		IWDs
85	Employment %	2.35
	Utilization Goal %	7.00

932		Temporary Faculty
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Total Emp 240		IWDs
	Employment %	0.83
	Utilization Goal %	7.00

944		Occasional Professional
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Total Emp 3		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

934		Temporary Professional
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Total Emp 8		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

300		Director, Subdivision/Unit AD
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Total Emp 38		IWDs
	Employment %	7.89
	Utilization Goal %	7.00

302		Assoc/Asst Director, College/School AC
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Total Emp 1		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

304		Assoc/Asst Dean AC
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Total Emp 7		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

306		Assoc/Asst Dean AD
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Total Emp 4		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

310		Assoc/Asst Director, Division/Department AD
Total Emp 37		IWDs
	Employment %	8.11
	Utilization Goal %	7.00
312		Assoc/Asst Director, Subdivision/Unit AD
Total Emp 15		IWDs
	Employment %	6.67
	Utilization Goal %	7.00
315		Manager
Total Emp 11		IWDs
	Employment %	0.00
	Utilization Goal %	7.00
316		Assoc/Asst Manager
Total Emp 3		IWDs
	Employment %	0.00
	Utilization Goal %	7.00
320		Deputy/Associate Administrator
Total Emp 4		IWDs
	Employment %	0.00
	Utilization Goal %	7.00
325		Executive Assistant/Administrative Specialist / Co
Total Emp 31		IWDs
	Employment %	3.23
	Utilization Goal %	7.00
400		Academic Services Professional
Total Emp 28		IWDs
	Employment %	7.14
	Utilization Goal %	7.00
465		IT Systems Support Professional
Total Emp 21		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

466		IT Security Support Professional
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Total Emp		IWDs
7	Employment %	0.00
	Utilization Goal %	7.00

600		Paralegal
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Total Emp		IWDs
1	Employment %	0.00
	Utilization Goal %	7.00

510		Office / Clerical Assistant
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Total Emp		IWDs
133	Employment %	3.76
	Utilization Goal %	7.00

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Individuals with Disabilities Utilization Goals

403		Continuing Education Professional
Total Emp		IWDs
2	Employment %	0.00
	Utilization Goal %	7.00

410		Student Services Professional
Total Emp		IWDs
71	Employment %	4.23
	Utilization Goal %	7.00

411		Counseling Professional AD
Total Emp		IWDs
13	Employment %	0.00
	Utilization Goal %	7.00

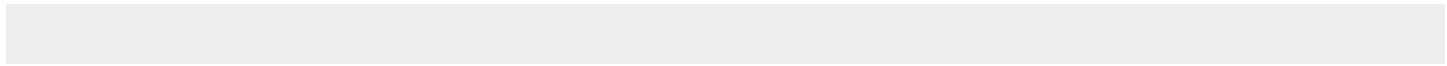
412		Athletics Professional
Total Emp		IWDs
8	Employment %	0.00
	Utilization Goal %	7.00

413		Coach
Total Emp		IWDs
8	Employment %	0.00
	Utilization Goal %	7.00

422		HR/EEO/OD Professional
Total Emp		IWDs
4	Employment %	0.00
	Utilization Goal %	7.00

424		Institutional Research Professional
Total Emp		IWDs
5	Employment %	0.00
	Utilization Goal %	7.00

430		Accounting Professional
Total Emp		IWDs
4	Employment %	25.00
	Utilization Goal %	7.00



432		Finance / Budget Professional
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Total Emp 5		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

433		Materials Management Professional
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Total Emp 2		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

440		External Affairs Professional
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Total Emp 1		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

442		Communications Professional
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Total Emp 1		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

443		Development/Fundraising Professional
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Total Emp 8		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

444		Marketing / Public Relations Professional
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Total Emp 3		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

445		Grants & Contracts Professional
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Total Emp 2		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

446		Technical Design Professional
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Total Emp 5		IWDs
	Employment %	0.00
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

450		Facilities Management Professional
Total Emp 11	Employment %	IWDs 0.00
	Utilization Goal %	7.00

453		Safety / Risk Management Professional
Total Emp 4	Employment %	IWDs 0.00
	Utilization Goal %	7.00

455		Facility Operations Professional
Total Emp 2	Employment %	IWDs 0.00
	Utilization Goal %	7.00

456		Retail Operations Professional
Total Emp 2	Employment %	IWDs 0.00
	Utilization Goal %	7.00

460		IT (Information Technology) Professional
Total Emp 10	Employment %	IWDs 0.00
	Utilization Goal %	7.00

461		IT Application Support Professional
Total Emp 1	Employment %	IWDs 0.00
	Utilization Goal %	7.00

462		IT Database Support Professional
Total Emp 2	Employment %	IWDs 0.00
	Utilization Goal %	7.00

463		IT Client Support Professional
Total Emp 14	Employment %	IWDs 0.00
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

464		IT Network Support Professional
Total Emp		IWDs
5	Employment %	0.00
	Utilization Goal %	7.00

933		Temporary Administrator
Total Emp		IWDs
1	Employment %	0.00
	Utilization Goal %	7.00

925		Limited Term Office / Clerical
Total Emp		IWDs
4	Employment %	0.00
	Utilization Goal %	7.00

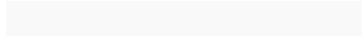
900		Student Assistant
Total Emp		IWDs
741	Employment %	1.08
	Utilization Goal %	7.00

901		Work Study Student
Total Emp		IWDs
159	Employment %	1.89
	Utilization Goal %	7.00

909		Graduate Assistant (Hourly)
Total Emp		IWDs
41	Employment %	0.00
	Utilization Goal %	7.00

935		Temporary Office / Clerical
Total Emp		IWDs
78	Employment %	1.28
	Utilization Goal %	7.00

936		Temporary Technical / Paraprofessional
Total Emp		IWDs
21	Employment %	0.00
	Utilization Goal %	7.00



655

0.00

7.00

937

0.00

7.00

Identification of Problem Areas

41 C.F.R. 60-741.45(e)

When the Utilization Analysis conducted in accordance with the regulations indicates the representation of individuals with known disabilities is less than the current goal identified by OFCCP, the University will take steps to assess whether and where impediments to equal employment opportunity exist, including the following, as appropriate:

- Sources which have provided limited qualified candidates will be reviewed, and the Affirmative Action Officer will identify actions which may increase the number of qualified applicants received.
- The Affirmative Action Officer will review positions or job groups that require specialized skill sets or

- o On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher level jobs. In addition, a tuition reimbursement benefit is available to all qualified employees.
- o The University utilizes a formal performance evaluation program for all employees. Management and supervisors are trained on the basic methodology of performance evaluation.
- o Employees with known disabilities are not required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
- o Seniority practices are not a problem since the University has no formal seniority system. Promotions are based on merit selection y , . ú

List of Exhibits

Exhibit A – Invitation to Self-Identify for Individuals with Disabilities

Exhibit B – Annual Notification to Vendors

Exhibit C – Reasonable Accommodation Policy and Procedures

Exhibit D – Annual Assessment of Outreach and Recruitment Efforts

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires _____

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

Please check one of the boxes below:

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

Your Name

Today's Date

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires _____

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.

ⁱ Section 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.

To Whom It May Concern:

This letter is to inform you University of North Georgia is committed to the principles of equal employment opportunity. Moreover, as a government contractor subject to by Executive Order
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The University of North Georgia's policy is to fully comply with the reasonable accommodation requirements of the Americans with Disabilities Act and other applicable federal, state and local laws. University of North Georgia is committed to providing reasonable accommodations to qualified individuals with known disabilities to enable them to perform the essential functions of

All requests for reasonable accommodation, related documentation and any medical or disability-related information provided to the University will be treated as confidential medical records and maintained in a separate medical file by Human Resources. Individuals who have access to this information may not disclose it, except as follows:

- Managers and supervisors who need to know may be told about any necessary work restrictions and accommodation(s)
- Government officials may be given information necessary to investigate the University of North Georgia's compliance with applicable law
- The information may be disclosed to workers' compensation or insurance carriers in certain

Exhibit D – Annual Assessment of Outreach and Recruiting Efforts

University of North Georgia evaluates available data regarding the effectiveness of its outreach and recruitment efforts on an annual basis. For areas where the University concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, University of North Georgia will identify and implement alternative efforts.

Criteria used to evaluate the effectiveness of outreach efforts may include:

- Results of utilization analysis for individuals with disabilities
- Available data related to applicant and hires
- Whether the activity increased the University's ability to include individuals with disabilities in its workforce
- Whether the activity attracted qualified individuals with disabilities
- Whether the activity resulted in the selection of qualified individuals with disabilities

The University will continue to monitor and review outreach sources to evaluate the effectiveness of outreach and recruitment efforts.