

Affirmative Action Plan

Protected Veterans and Individuals with Disabilities

A. DEFINITIONS

This affirmative action program pertains to qualified individuals with disabilities and protected veterans. The pertinent laws and federal regulations define the groups covered by this program as the following:

Definition of disability – the term disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more major life activities of such individual; (2) a record of such an impairment; or (3) is regarded as having such an impairment.

Protected veteran – means a veteran who is protected under the non-discrimination and affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; specifically, a veteran who may be classified as a "disabled veteran," "recently separated veteran," "active-duty wartime or campaign badge veteran," or an "Armed Forces service medal veteran," as defined below.

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.

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 (61 Fed. Reg. 1209).

Disabled veteran – means (i) 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 (ii) a person who was discharged or released from active duty because of a service-connected disability.

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.

Qualified – means that the individual is capable of performing the essential functions of a particular job with or without reasonable accommodation.

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B. AFFIRMATIVE ACTION POLICY

This Affirmative Action Plan, ("AAP"), ensures compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and regulations promulgated pursuant thereto (41 C.F.R. §60-741), and ensures compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the regulations promulgated pursuant thereto (41 C.F.R. § 60-250), and under Indiana Code Ch. 4-15-12. These laws require affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era, and other eligible veterans.

A copy of this AAP is available for inspection by employees and applicants, Monday through Friday, upon request to the Talent Acquisition Director by appointment.

Policy Statement Regarding Veterans

The Agency will continue to comply with the affirmative action requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Agency will employ and advance without discrimination qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans (defined as any other U.S. veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). Affirmative action includes, but is not limited to, employment, upgrading, transfer, layoff, training opportunities, and rates of pay.

Employees who consider themselves covered by the Act are invited to inform the Agency voluntarily of their status so the information can be made part of the employment record. Disabled veteran employees are encouraged to inform the Agency of special skills, procedures, or methods by which they can perform work, in order to aid management in recognizing their capabilities and considering them for additional job opportunities.

Policy Statement Regarding Individuals with Disabilities

It is the policy of the Agency to employ and advance qualified individuals with disabilities, pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973, as amended. This policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, demotion, layoff, termination, rates of pay, and selection for training.

Agency's Human Resource Director(s), Management Director(s), Recruitment Partner(s), Human Resource Director/s, and each department manager are responsible for carrying out policies and procedures of the Agency in respect to affirmative action for protected veteran and qualified individual with disabilities. Written notice of this policy is posted and maintained in an area accessible to Agency staff members.

Identification of Disabled, Disabled Veteran, Vietnam Era, and Other Eligible Veteran Employees.

The Agency maintains electronic data on employees. Such employee data includes an indication of those employees who are covered under the definitions of a disabled individual, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran. These definitions are intended to be consistent with the definitions found in 41 C.F.R. §§60-741 and 60-250. Such persons are identified in two ways:

1. By inviting employees and new hires, should they believe themselves to be covered by this AAP and wish to be recognized as such, to voluntarily identify themselves to the Agency Affirmative Action staff members; and
2. By electronically maintaining data regarding those employees of whose disability the Agency has actual knowledge.