

## **Affirmative Action Invitation for Individuals with Disabilities**

Michigan Technological University is committed to taking affirmative action to employ and advance in employment individuals with disabilities. If you wish to self-identify as a qualified individual with a disability, please contact Institutional Equity & Inclusion at 487-3310 or [equity@mtu.edu](mailto:equity@mtu.edu). Submission of this information is voluntary and may be made immediately and/or at any time in the future. Refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) the hiring supervisor may be informed to assure consideration for employment under this plan, (2) supervisors and managers may be informed regarding restrictions on work or duties of disabled individuals and regarding necessary accommodations, (3) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (4) government officials investigating compliance with the Act shall be informed.

If you are an individual with a disability, the University would like to include you under the affirmative action program. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any position of that kind, and (2) the reasonable accommodations which could be made to enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations. Accommodation Request Form (<http://www.mtu.edu/equity/resources/print-resources/ADArequestform.pdf>).

The Affirmative Action Program for Michigan Technological University is available for inspection by all employees or applicants by appointment, during normal working hours. The University has developed an internal procedure to consider complaints of individuals with disabilities covered by this plan. Individuals who believe they have been discriminated against because of disability status, or who wish to inspect the Affirmative Action Program should contact the Affirmative Action Officer, Jill Hodges, Room 308 Administration Building, 487-3310, email [jhodges@mtu.edu](mailto:jhodges@mtu.edu).

## Affirmative Action Invitation for Veterans

Michigan Technological University 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.

If you are a covered veteran and would like to be considered under this affirmative action program, please contact Institutional Equity & Inclusion at 487-3310 or [equity@mtu.edu](mailto:equity@mtu.edu). This information is voluntary and may be made immediately and/or at any time in the future. Information obtained shall be kept confidential, except that (1) the hiring supervisor may be informed to assure consideration for employment under this plan, (2) supervisors and managers may be informed regarding restrictions on work or duties of disabled veterans and regarding necessary accommodations, (3) first aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (4) government officials investigating compliance with the act shall be informed.

The Affirmative Action Program for Michigan Technological University is available for inspection by all employees or applicants by appointment, during normal working hours. The University has developed an internal procedure to consider complaints of veterans covered by this plan. Persons who believe they have been discriminated against because of veteran's status, or who wish to inspect the Affirmative Action Program should contact the Affirmative Action Officer, Jill Hodges, Room 308 Administration Building, 487-3310, email [jhodges@mtu.edu](mailto:jhodges@mtu.edu).

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**.