AFFIRMATIVE ACTION PROGRAM
FOR PROTECTED VETERANS

OHIO UNIVERSITY

Summary Report
and
Athens Campus Data

November 1, 2013 – October 31, 2014

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Office for Institutional Equity

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Interim Executive Director
Office for Institutional Equity
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Preface

Ohio University (also referred to as "OHIO") 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 the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002 (38 U.S.C. § 4212), and its implementing OFCCP regulations (41 C.F.R. Part 60-300). Nothing contained in this AAP or its supporting data should be construed as an admission by OHIO, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, Ohio 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 Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

This AAP does not constitute an express or implied contract between OHIO and its employees, job applicants, or other persons, nor does it change in any way the basic at will employment relationship all Ohio University employees have with OHIO. Nothing in this AAP creates a private right of action on behalf of any individual or group against Ohio University.
Equal Employment Opportunity and Affirmative Action Statement of Policy
41 C.F.R. 60-300.44(a)

STATEMENT OF POLICY

The University has established a written AAP with respect to equal opportunity. This AAP has been prepared in conformity with E.O. 11246 and the implementing regulations of OFFCP, 41 C.F.R. Part 60-1 et seq. This AAP is designed to provide guidance to management with respect to the University's commitment to full implementation of its EEO/affirmative action policy (www.ohio.edu/policy/40-001.html).

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY*

There shall be no discrimination against any person in employment or educational opportunities because of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information, except as explicitly provided for in this policy. University faculty, staff, students, or volunteers may not retaliate against a person who has made a protected disclosure under this policy.

Ohio University accepts the important distinction between affirmative action and equal opportunity. Equal opportunity assumes that the concept of merit based solely on a person's ability to perform will govern all personnel and educational decisions. Ohio University is committed to achieve equal opportunity via affirmative action, which requires specific efforts to recruit, admit, employ, transfer, and promote members of groups previously excluded. The assertion of this distinction gives impetus to the institution's renewed search for approaches and programs designed to meet the University's goals and objectives. This is being done in recognition that benign neutrality tends to perpetuate the status quo.

The realization of affirmative action objectives increases the heterogeneity of the University community and facilitates knowledge of the values and cultures of peoples of the world. This adds to the multicultural educational mission and indicates the University's commitment for cultural pluralism in the belief that this is beneficial to all people and essential in strengthening the fabric of society. This commitment demands that opportunities be provided for people who have been denied educational justice.

The responsibility for overseeing the University's compliance with affirmative action requirements has been delegated by the President of the University to the Interim Executive Director of the Office for Institutional Equity. Every member of the University community, however, is charged with the responsibility for its attainment.

*Excerpt from OHIO Policy and Procedure No. 40.001, approved by Ohio University, August 3, 2012.
Ohio University
Affirmative Action Policy

It is the policy of Ohio University that there shall be no discrimination against any individual in educational or employment opportunities because of race, religion, color, sex, sexual orientation, national origin, ethnicity, ancestry, age, gender identity or expression, mental or physical disability, or military veteran status. There also shall be no discrimination because of age except in compliance with requirements of retirement plans or state and federal laws and guidelines. Discrimination on the basis of age or sex or disability will be prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification (BFOQ) necessary to proper and efficient performance. The University maintains a vigorous affirmative action program in order to promote equal employment opportunities and to ensure non-discrimination in all educational programs and activities. All programs which implement this policy will be reviewed on an annual basis.

Ohio University accepts the important distinction between affirmative action and equal opportunity. Equal opportunity assumes that the concept of merit based solely upon a person’s perceived ability to perform job duties will exclusively govern all personnel decisions. While committed to honoring equal opportunity, OHIO also pledges to take direct and affirmative action to recruit, employ, and promote members of groups previously excluded for consideration.* The assertion of this distinction gives impetus to the institution’s renewed search for approaches and programs designed to attain our goals and objectives. This is being done in recognition that benign neutrality in employment practices tends to perpetuate the status quo.

OHIO’s educational mission includes fostering a climate that represents and embraces the inclusion of persons of all backgrounds, thus enhancing the University’s ability to provide its students and employees with the experiences necessary to successfully thrive and achieve in an increasingly diverse and complex society. We are committed to cultural pluralism in the belief that this is beneficial to all people and essential in strengthening the fabric of the global community. This commitment demands that we provide opportunities and access for people who have been denied educational justice.

The responsibility of overseeing the University’s compliance with affirmative action requirements has been delegated by the President of the University to the Executive Director for Institutional Equity. Every member of the University community, however, is charged with the responsibility for its realization.

Any questions or comments regarding this policy should be communicated to:

Dianne Bouvier, Ph.D.
Interim Executive Director
Title IX Coordinator and ADA/504 Coordinator
Office for Institutional Equity
101 Crewson House
(740) 593-9132

Roderick J. McDavis, President

August 20, 2014

*“Affirmative Action groups or categories” refers to the following individuals: persons who are women; are Hispanic/Latina, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific-islander, or identify as having two or more races; are covered veterans; and/or have a physical or mental disability.
OHIO UNIVERSITY
NOTICE of NONDISCRIMINATION

Ohio University does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity or expression, age, or military veteran status in its employment practices or in the provision of educational programs and services. The following person has been designated to handle inquiries regarding the University's nondiscrimination policies, to receive discrimination/harassment complaints from members of the university community, and to monitor the institution's compliance with state and federal nondiscrimination laws and regulations:

Dianne Bouvier, Ph.D., M.A., M.B.A., C.A.A.P
Interim Executive Director, Office for Institutional Equity
Title IX and ADA/504 Coordinator
Office of the Executive Vice President and Provost
Ohio University
101 Crewson House
Athens, Ohio 45701
Voice: 740.593.9132
Fax: 740.597.9059
www.ohio.edu/equity/

For more information about Ohio University's policies prohibiting discrimination and sexual harassment, and for a description of Ohio University's grievance procedures, please visit the webpage for the Office for Institutional Equity at www.ohio.edu/equity/

Ohio University is an equal access/equal opportunity affirmative action university.
"DISABLED VETERAN" is (1) 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 (2) A person who was discharged or released from active duty because of a service connected disability.

"QUALIFIED DISABLED VETERAN" means a disabled veteran as defined above who has the ability to perform the essential functions of the employment position at issue with or without reasonable accommodation.

"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.

"ARMED FORCES SERVICE MEDAL VETERAN" is any 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.

"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.

"PROTECTED VETERANS" means Disabled Veterans, Recently Separated Veterans, Armed Forces Service Medal Veterans, and Active Duty Wartime or Campaign Badge Veterans.
Responsibility for Implementation
41 C.F.R. 60-300.44(i)

Roderick McDavis, President, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. OHIO has assigned primary management responsibility and accountability for ensuring full compliance with the Program to Dianne Bouvier, Interim Executive Director, the Office for Institutional Equity. The Office for Institutional Equity has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The President actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The identity of the Affirmative Action Officer appears on internal and external communications regarding OHIO’s Equal Employment Opportunity Policy and AAP.

With regard to OHIO’s AAP, President McDavis supports the Affirmative Action Officer in the implementation of the programs specific to OHIO. Dianne Bouvier and the Office for Institutional Equity, together with University Human Resources, has primary responsibility for implementing programs at OHIO.

The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with local managers, supervisors, and employees to ensure OHIO’s policies are being followed
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in OHIO’s affirmative action program are implemented
- Identifying, in conjunction with line management any problem areas in implementing the AAP, and developing solutions
- Identifying any barriers to employment for protected veterans, including those with known disabilities, and assisting managers in developing reasonable accommodations to ensure that individuals with disabilities benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system that will measure the effectiveness of OHIO’s Program, indicate the need for remedial action, determine the degree to which OHIO’s objectives have been attained, determine whether employees who are protected veterans have had the opportunity to participate in Ohio University sponsored educational, training, recreational, and social activities, and ensure each OHIO location is in compliance with applicable laws and regulations
- Serving as liaison between OHIO and enforcement agencies, and between OHIO and organizations of and for protected veterans
- Encouraging active involvement by Ohio University representatives in the community service programs of local organizations of and for protected veterans
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees and
- Keeping management informed of the latest developments in affirmative action.
The responsibilities of managers and supervisors under this AAP include:

- Taking action to prevent the discrimination and harassment of employees
- Ensuring their departments fully comply with the spirit and letter of the affirmative action program and policies
- Reviewing the qualifications of all applicants and employees to make sure qualified individuals are treated in a nondiscriminatory manner with regard to hire, promotion, transfer, and termination
- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her job duties and responsibilities and
- Working with the OIE or Human Resources Manager and qualified veteran employees or applicants with known disabilities to determine appropriate reasonable accommodations if they are necessary for performance of the job and/or recruitment process.
Request for Self-Identification
41 C.F.R. 60-300.42

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 Ohio University to measure and improve, if necessary, the effectiveness of OHIO's affirmative action efforts, Ohio University invites applicants and employees to complete an invitation to self-identify status as a protected veteran as follows:

1. When an applicant applies or is considered for employment, OHIO provides the applicant with a copy of the form attached as Exhibit A, at the same time OHIO invites the applicant to self-identify race, ethnicity, sex, and disabled status.

2. Following an offer of employment but before the individual begins his/her job duties, OHIO provides an additional copy of the form attached as Exhibit A.

OHIO keeps all self-identification information confidential and maintains it in a data analysis file rather than in individual employee personnel or medical files.
Ohio University periodically reviews 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 protected veterans for jobs filled either through vacancy or promotion and for educational or training opportunities. OHIO ensures that its personnel processes facilitate the implementation of the Affirmative Action Program.

Vacancies are advertised, and applications are accepted from any interested person. Ohio University's employment application, the Careers section of its website, and all advertisements include a link to the non-discrimination statement to further assure applicants of OHIO's policy of equal employment opportunity. An EEO statement will be included in other recruitment literature should OHIO use such documents in the future. All non-executive positions lasting three days or more not expected to fill from within will be referred to the www.careers.ohio.gov website. In addition, to ensure protected veterans are aware of our openings, OHIO will send vacancy announcements to the sources listed in the Outreach, Positive Recruitment, and External Dissemination of Policy section of this Affirmative Action Program.

OHIO ensures its personnel processes do not limit, segregate, or classify an employee or job applicant in a way that adversely affects employment opportunities or status on the basis of status as a protected veteran. OHIO makes sure when a protected veteran is considered for an employment opportunity, OHIO relies only on that portion of the individual's military record, including his or her discharge papers, relevant to the requirements of the opportunity at issue. OHIO periodically reviews any physical and mental job qualifications to ensure they do not tend to screen out disabled veterans for reasons that are not job related or consistent with business necessity, or do not relate to ensuring the safe performance of the essential functions of the job. OHIO makes any necessary modifications to ensure applicants and employees receive equal opportunity in the operation of all personnel processes, and protected veterans are not stereotyped in a manner that limits their access to jobs for which they are qualified.

OHIO ensures applicants and employees who are protected veterans and who meet job qualifications have equal access to its personnel process, including those implemented through information and communication technologies, and provides necessary reasonable accommodation to make sure applicants and employees who are disabled veterans receive equal opportunity in the operation of all personnel processes.
Review of Physical and Mental Job Requirements
41 C.F.R. 60-300.44(c)

Ohio University 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 the position.

Ohio University 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 separate 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, Ohio University will ensure 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.

To date, no qualification requirements have been identified that are likely to have a screening effect. All job qualification requirements have been found to be job related, consistent with business necessity, or required for the safe performance of the job.
Ohio University has made and will continue to make reasonable accommodations, which do not impose undue hardship on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants who are disabled veterans.

Included among the specific accommodations for qualified disabled veterans that may have been implemented are the following:

1. Short- and long-term disability programs provide pay for eligible employees absent due to disability.

2. A personal leave policy enables eligible employees to accumulate paid time off to be used for medical appointments or personal illness.

3. A medical leave of absence may be available to any employee who provides medical documentation of disability, where the requested absence constitutes a reasonable accommodation.

4. Adaptive equipment, such as supportive desk chairs, special computer monitors and/or keyboards, is made available when necessary to enable an employee to perform an essential job function.

5. Should reasonable accommodations be necessary to facilitate access to work areas by qualified employees or applicants who are known disabled veterans, OHIO will take reasonable steps to provide such accommodations.

6. If necessary to accommodate a veteran with a known disability, OHIO will remove or alter nonessential job functions, unless doing so creates an undue hardship.

7. OHIO will provide alternative work schedules if needed due to disability where that arrangement constitutes a reasonable accommodation.

8. Ohio University will accommodate employees who are veterans with known disabilities by allowing a reasonable amount of time off for physicians’ visits.

9. Accessible parking for veterans with known disabilities is available at Ohio University.

10. OHIO’s online application system makes clear to all applicants if they are unable to fully use the automated system, they may follow specified alternate procedures so they receive equal opportunity to apply for and be fully considered for all jobs.

11. OHIO has designed its online application system and its internal information and communication technologies to increase the accessibility of those systems.

If a veteran has a disability, OHIO encourages the individual to disclose (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 can be considered for any position of that kind, and (ii) the reasonable accommodations which would enable the individual to perform the job properly and safely. Such accommodations may include special equipment, changes in the physical layout of the job, elimination of certain nonessential duties related to the job, or other reasonable accommodations.

OHIO informs employees and applicants of its desire to discuss reasonable accommodations in various ways, including through the 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 employees to view. Individuals interested in discussing accommodations may contact Dianne Bouvier, Interim Executive Director (or her designee) of the Office for Institutional Equity, the Human Resources Department, and/or the individual's supervisor. Managers and supervisors are trained to ensure they know what to do if an employee or applicant makes a request for a reasonable accommodation so that such requests are processed swiftly.

Where an employee who is known to be a veteran with a disability is having significant difficulty performing their job and OHIO reasonably concludes the performance issues may be related to the known disability, OHIO may notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates their disability is impacting performance, OHIO will engage in confidential discussions with the employee regarding whether the employee requires reasonable accommodations to improve performance.
Compensation
41 C.F.R. 60-300.21(i)

In offering employment or promotions, Ohio University does not reduce the amount of compensation offered to protected veterans because of any disability income, pension, or other benefit the employee receives from another source. Similarly, OHIO 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.
Internal Communication Procedure

OHIO has developed an internal communication procedure whereby all employees, including protected veterans, can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including protected veterans, to discuss such issues or claims. All matters brought to the attention of the Office for Institutional Equity will be confidentially addressed.
Harassment
41 C.F.R. 60-300.44(e)

Ohio University has developed and implemented policies and procedures to ensure employees who are protected veterans are not harassed because of their veteran status.

A copy of OHIO's Equal Employment and Educational Opportunity Policy (40.001) and Affirmative Action Statement forbidding harassment against individuals based on protected characteristics is included in this AAP.
Training
41 C.F.R. 60-300.44(j)

OHIO trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in OHIO's AAP are implemented.
Internal Dissemination of Policy
41 C.F.R. 60-300.44(g)

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


2. Ohio University's policy on equal employment and educational opportunity and affirmative action for protected veterans is posted on Public 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 Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

3. OHIO posts a copy of Policy 40.001 in electronic format in a conspicuous location on OHIO intranet, along with other employment forms, and otherwise ensures all off-site personnel have a copy of or the ability to view the policy.

4. OHIO's electronic applicant process includes information about OHIO's commitment to equal employment opportunity and affirmative action.

5. OHIO will communicate to employees its obligation to take affirmative action to employ qualified protected veterans and will encourage employee referral of covered applicants.

6. Ohio University will invite employees who are protected veterans to participate in the AAP.

7. Meetings with executive management and supervisory personnel will be conducted at least annually to explain OHIO’s policy of affirmative action, to make clear the President’s support for the policy, and to impart to these personnel their responsibility in making the AAP a success.

8. An invitation to participate in Ohio University's policy of affirmative action is disseminated to all applicants, as well as to all employees once OHIO has extended a job offer, but before beginning employment duties.

9. When applicable, Ohio University publicizes the policy in Public University publications.

10. The policy is discussed in both new employee orientation and management training programs.

11. When applicable, Ohio University publications include articles on accomplishments of all employees, including protected veterans.

As a party to collective bargaining agreements, union officials will be informed that OHIO is bound by the terms of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, and is committed to take affirmative action to employ and advance in employment protected veterans, and OHIO will not discriminate against protected veterans.
Outreach, Positive Recruitment and External Dissemination of Policy
41 C.F.R. 60-300.44(f)

Ohio University has reviewed its employment practices to determine whether its personnel programs are designed to effectively recruit and advance in employment protected veterans. While OHIO believes there are no deficiencies in its current employment practices with respect to applicants and employees who are protected veterans, it engages in outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts. For example, OHIO sends written notification of its affirmative action policy to all subcontractors, including subcontracting vendors and suppliers, and requests appropriate action on their part. In addition, OHIO engages in or has made plans to implement the following activities:

1. Ohio University makes the Equal Employment Opportunity Clause part of all covered contracts and purchase orders.

2. OHIO posts all job vacancies (other than some executive and senior management positions or positions lasting three days or less) for which it considers outside applicants with www.OhioMeansJobs.com. These postings occur before or concurrently with the use of other recruitment efforts to fill the job and are provided in the manner and format specified by the relevant agency that will allow the agency to provide priority referral of protected veterans.

3. Ohio University has notified www.careers.ohio.gov that it is a federal contractor and it desires priority referrals of protected veterans for job openings. OHIO also provided them with the name and location of all hiring locations within the state and the contact information for an employee who can answer questions about such job listings. The notice also included the names and contact information for job search organizations OHIO uses to assist in hiring, if any. If any of the information in this disclosure changes, OHIO sends an update with the next relevant job listing.

4. Executives, management officials, supervisors, and other employees of OHIO are encouraged to assist in the effort to disseminate Ohio University's policy of affirmative action to appropriate individuals outside of OHIO.

5. OHIO will inform recruiting sources of Ohio University's policy of affirmative action for protected veterans. Recruiting sources will be requested to actively recruit and refer qualified protected veterans for all positions.

6. Ohio University will identify local organizations and/or community agencies known to specialize placing and/or developing training programs for protected veterans and send them notices of vacant positions. Examples of these outreach efforts include contacting the following:
   A. Veterans' Employment Representative in the employment service center near the facilities covered in this AAP
   B. Department of Veterans Affairs Regional office near the facilities covered in this AAP
   C. Veterans' coordinators on campuses where OHIO normally recruits
   D. Other recruitment sources that specialize in placement of protected veterans

7. Ohio University will seek to include protected veterans when employees are pictured in consumer and personnel recruitment advertising.

8. Ohio University makes reasonable accommodations for qualified veterans with disabilities.
9. Ohio University advertisements or solicitations for prospective employees indicate that OHIO is an equal opportunity employer.

10. As described in more detail in Exhibit B, Ohio University evaluates the effectiveness of its outreach and recruitment efforts to determine if its affirmative action objectives are being met, and makes appropriate changes.
Data Collection Analysis
41 C.F.R. 60-300.44(k)

Ohio University documents computations or comparisons pertaining to applicants and hires on an annual basis and maintains the documentation for a period of three years. A copy of our data collection analysis for the period of November 01, 2013 to October 31, 2014 for the Athens Campus follows. Data for all regional campuses can be found in the binder entitled "2013-2014 Ohio University Protected Veterans Plan – Regional Campus Data."
Veterans Data Collection Analysis
For Period: 11/1/2013 to 10/31/2014

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Confidential - Not subject to inspection by employees or applicants under 41 CFR Section 60-300.41.
In establishing a hiring benchmark, the following principles apply:

1. The purpose of establishing a hiring benchmark is to provide OHIO with a quantifiable method by which it can measure its progress toward achieving equal employment opportunity for protected veterans.

2. The hiring benchmark is not a quota that must be met, nor is it a ceiling that limits or restricts the employment of protected veterans.

3. In all employment decisions, OHIO makes selections in a nondiscriminatory manner. Hiring benchmarks do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's veteran status.

4. Hiring benchmarks do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.

5. Hiring benchmarks are not used to supersede merit selection principles, nor do they require OHIO to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.

6. A finding that the hiring benchmark has not been attained does not constitute either a finding or admission of discrimination.

Ohio University has established its benchmark in accordance with the national percentage of veterans in the civilian labor force as published on the OFCCP website. As of January 01, 2014, this benchmark percentage is 7.2 percent.
Monitoring and Reporting Systems
41 C.F.R. 60-300.44(h)

It is the responsibility of OHIO's Office for Institutional Equity to monitor employment and personnel practices to ensure compliance with applicable regulations and adherence to OHIO's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Ohio University's AAP.

OHIO's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which OHIO's objectives are being attained
- Determine whether individuals who are known protected veterans have had the full opportunity to participate in all Ohio University sponsored educational, training, recreational and social activities
- Measure OHIO's compliance with the AAP's specific obligations, and
- Document the actions taken to monitor OHIO's compliance with the AAP's specific obligations.

In order to measure the effectiveness of the AAP, OHIO may take the following actions:

- Audit its voluntary self-identification process to monitor the number of protected veterans who choose to self-identify and evaluate whether changes could be made to Ohio University's self-identification process to encourage greater voluntary self-identification by protected veterans
- Establish a hiring benchmark to measure its progress towards achieving equal employment opportunity for protected veterans
- Review available data computations and analyses regarding applicants and hires
- Review the effectiveness of its recruitment and outreach activities
- Regularly assess its personnel processes to ensure that protected veterans have equal opportunity in employment
- Use a schedule to regularly assess any mental and physical qualifications to ensure that they are job-related and consistent with business necessity
- Audit its communications with vendors and subcontractors to ensure that such communications reflect OHIO's commitment to equal employment opportunity and affirmative action for protected veterans
- Audit its communications with applicants and employees to ensure that such communications reflect OHIO's commitment to equal employment opportunity and affirmative action for protected veterans
- Audit its job listings to ensure that the postings reflect OHIO's commitment to equal employment opportunity and affirmative action for protected veterans, and
- Audit its personnel policies to ensure that such policies reflect OHIO's commitment to equal employment opportunity and affirmative action for protected veterans.
Ohio University
November 1, 2014 Annual Affirmative Action Plan

Veterans Benchmarks for Hiring Analysis
For Period: 11/1/2013 to 10/31/2014

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Confidential - Not subject to Inspection by employees or applicants under 41 CFR Section 60-300.41.
Where the affirmative action program is found to be deficient, OHIO shall endeavor to undertake necessary action to bring the program into compliance.
List of Exhibits

Exhibit A - Voluntary Veteran Self-Identification Form: Pre and Post Offer

Exhibit B - Annual Assessment of Outreach and Recruiting Efforts
**OHIO UNIVERSITY PERSONAL DATA PROFILE**

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</table>

**ETHNIC ORIGIN**

- [ ] Are you Hispanic or Latino? Enter a Y or N
- [ ] American Indian or Alaskan Indian
- [ ] Asian
- [ ] Black or African American
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] White

*If you choose to not self-identify for our federally mandated reporting, we are required to make a selection for you.*

**VETERAN STATUS**

- [ ] Armed Forces Service Medal Veteran
- [ ] Active Duty Wartime or Campaign Badge Veteran
- [ ] Disabled Veteran
- [ ] Recently Separated Veteran
- [ ] Not a Protected Veteran

**OFFICE INFORMATION**

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Number</th>
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<tbody>
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**PHONES (Area Code & Number)**

<table>
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<th>Work</th>
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<table>
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<th>Home</th>
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<tr>
<th>Emergency #1 Name</th>
<th>Relationship</th>
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<th>Emergency #2 Name</th>
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**SPOUSE INFORMATION**

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<tr>
<th>SS#</th>
<th>Gender</th>
<th>OU Employee</th>
<th>Race Code</th>
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<tr>
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<td>Yes</td>
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<tr>
<td></td>
<td>Female</td>
<td>No</td>
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**EDUCATIONAL INFORMATION (Please circle degree to be listed in Campus Directory)**

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<th>Degree</th>
<th>Year of Degree</th>
<th>Major</th>
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<th>Major</th>
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<tbody>
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**LICENSE AND CERTIFICATIONS**

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<th>License/Certification</th>
<th>License Number</th>
<th>Expiration Date</th>
<th>State</th>
<th>Date Earned</th>
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**PRIOR STATE SERVICE**

To request transfer of prior state service, please have the 'Prior State Service' (Request or Transfer) form completed by the appropriate institution and returned to: University Human Resources, 169 W. Union St., Athens, Ohio 45701 Attn: Carlotta Wisner

*Please visit http://www.ohio.edu/hr/forms/index.cfm to download the Prior State Service form*
### Armed Forces Expeditionary Medal (AFEM)

<table>
<thead>
<tr>
<th>Campaign or Expedition</th>
<th>Inclusive Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berlin</td>
<td>Aug 14, 1961 to Jun 1, 1963</td>
</tr>
<tr>
<td>Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)</td>
<td>Nov 20, 1995 to Dec 20, 1996; Dec 20, 1996 to present</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Jun 21, 1998 to present</td>
</tr>
<tr>
<td>Cambodia Evacuation (Operation Eagle Pull)</td>
<td>Mar 29, 1973 to Aug 15, 1973</td>
</tr>
<tr>
<td>Congo</td>
<td>Apr 11-13, 1975</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Apr 28, 1965 to Sep 21, 1966</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Oct 24, 1962 to Jun 1, 1963</td>
</tr>
<tr>
<td>Grenada (Operation Urgent Fury)</td>
<td>Apr 21, 1993 to Feb 1, 1992</td>
</tr>
<tr>
<td>Haiti (Operation Uphold Democracy)</td>
<td>Jan 1, 1996 to Dec 21, 1996</td>
</tr>
<tr>
<td>Iraq (Operation Northern Watch)</td>
<td>Jan 1, 1997 to present</td>
</tr>
<tr>
<td>Korea</td>
<td>Mar 29, 1973 to Aug 15, 1973</td>
</tr>
<tr>
<td>Laos</td>
<td>Apr 19, 1961 to Oct 7, 1962</td>
</tr>
<tr>
<td>Lebanon</td>
<td>Jul 1, 1958 to Nov 1, 1958 and Jun 1, 1983 to Dec 1, 1987</td>
</tr>
<tr>
<td>Mayaguez Operation</td>
<td>May 15, 1975</td>
</tr>
<tr>
<td>Operations in the Libyan Area (Operation Eldorado Canyon)</td>
<td>Apr 12 - 17, 1986</td>
</tr>
<tr>
<td>Panama (Operation Just Cause)</td>
<td>Apr 20, 1989 to Jan 31, 1990</td>
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<tr>
<td>Persian Gulf Operation (Operation Earnest Will)</td>
<td>July 24, 1987 to Aug 1, 1990</td>
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<tr>
<td>Persian Gulf Operation (Operation Southern Watch)</td>
<td>Dec 1, 1995 to present</td>
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<tr>
<td>Persian Gulf Operation (Operation Vigilant Sentinel)</td>
<td>Dec 1, 1995 to Feb 1, 1997</td>
</tr>
<tr>
<td>Persian Gulf Operation (Operation Desert Thunder)</td>
<td>Dec 1, 1995 to Feb 1, 1997</td>
</tr>
<tr>
<td>Persian Gulf Operation (Operation Desert Fox)</td>
<td>Dec 1, 1995 to Feb 1, 1997</td>
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<tr>
<td>Persian Gulf Intercept Operation</td>
<td>Dec 1, 1995 to present</td>
</tr>
<tr>
<td>Quemoy and Matsu Islands</td>
<td>Aug 23, 1958 to Jun 1, 1963</td>
</tr>
<tr>
<td>Somalia (Operation Restore Hope)</td>
<td>Aug 23, 1958 to Jun 1, 1963</td>
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<tr>
<td>Taiwan Straits</td>
<td>Aug 23, 1958 to Jun 1, 1963</td>
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<tr>
<td>Thailand</td>
<td>Aug 23, 1958 to Jun 1, 1963</td>
</tr>
<tr>
<td>Vietnam Evacuation (Operation Frequent Wind)</td>
<td>Aug 23, 1958 to Jun 1, 1963</td>
</tr>
<tr>
<td>Vietnam (including Thailand)</td>
<td>May 15, 1975</td>
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</tbody>
</table>

### Navy Expeditionary Medal and Marine Corps Medal for these Operations

<table>
<thead>
<tr>
<th>Country</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Indian Ocean/Iran</td>
<td>Nov 21, 1979 to Oct 20, 1981</td>
</tr>
<tr>
<td>Iranian/Yemen/Indian Ocean</td>
<td>Dec 8, 1978 to Jun 6, 1979</td>
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<tr>
<td>Lebanon</td>
<td>Apr 1, 1980 to Dec 19, 1986 and Feb 1, 1990</td>
</tr>
<tr>
<td>Liberia (Operation Sharp Edge)</td>
<td>Jun 27, 1950 to Jul 27, 1954</td>
</tr>
<tr>
<td>Libyan Area</td>
<td>Mar 8, 1945 to Oct 25, 1955</td>
</tr>
<tr>
<td>Panama</td>
<td>Apr 7 - 18, 1994</td>
</tr>
<tr>
<td>Persian Gulf</td>
<td>Apr 7 - 18, 1994</td>
</tr>
<tr>
<td>Rwanda (Operation Distant Runner)</td>
<td>Apr 7 - 18, 1994</td>
</tr>
<tr>
<td>Thailand</td>
<td>Apr 7 - 18, 1994</td>
</tr>
<tr>
<td>Vietnam (Operation Frequent Wind)</td>
<td>Apr 7 - 18, 1994</td>
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<tr>
<td>Vietnam (including Thailand)</td>
<td>Apr 7 - 18, 1994</td>
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</table>

### Other Campaign and Service Medals Qualifying for Preference

<table>
<thead>
<tr>
<th>Medal</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army Occupation of Austria</td>
<td>May 9, 1945 to Jul 27, 1995</td>
</tr>
<tr>
<td>Army Occupation of Berlin</td>
<td>May 9, 1945 to Oct 2, 1990</td>
</tr>
<tr>
<td>Army Occupation of Germany (exclusive of Berlin)</td>
<td>May 9, 1945 to May 5, 1955</td>
</tr>
<tr>
<td>Navy Occupation of Austria</td>
<td>May 8, 1945 to Oct 25, 1955</td>
</tr>
<tr>
<td>Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)</td>
<td>May 8, 1945 to Oct 25, 1955</td>
</tr>
<tr>
<td>Units of the Sixth Fleet (Navy)</td>
<td>May 9, 1945 to Oct 25, 1955</td>
</tr>
<tr>
<td>Vietnam Service Medal (VSM)</td>
<td>May 9, 1945 to Oct 25, 1955</td>
</tr>
</tbody>
</table>
| A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.
Exhibit B – Annual Assessment of Outreach and Recruiting Efforts

Ohio University evaluates available data regarding the effectiveness of its outreach and recruitment efforts on an annual basis. For areas where OHIO concludes the totality of its efforts were not effective in identifying and recruiting qualified protected veterans, Ohio University will identify and implement alternative efforts.

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

- Available data regarding applicants and hires, including the Ohio University's established veteran hiring benchmark.
- Whether the activity expanded Ohio University's outreach to protected veterans.
- Whether the activity increased OHIO's ability to include protected veterans in its workforce.
- Whether the activity attracted qualified protected veterans.
- Whether the activity resulted in the selection of qualified protected veterans.

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