

AFFIRMATIVE ACTION PROGRAM  
FOR PROTECTED VETERANS AND  
INDIVIDUALS WITH DISABILITIES

Univeristy of Alaska Fairbanks

2025 Yukon Drive  
Fairbanks, AK 99775-7500



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## EQUAL EMPLOYMENT OPPORTUNITY POLICY

41 CFR Section 60-300.44(a), 41 CFR Section 60-741.44(a)

It is the policy at Univeristy of Alaska Fairbanks to provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, Univeristy of Alaska Fairbanks is dedicated to taking affirmative action to employ and advance in employment protected veterans and individuals with disabilities. All personnel actions, including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles, are administered without regard to protected veteran or disability status, and all employment decisions are based solely on valid job requirements. In addition, employees and applicants are protected from harassment, threats, coercion, intimidation, or discrimination for:

- 1) Filing a complaint;
- 2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 4212, Section 503, or any other Federal, State, or local law requiring equal opportunity for protected veteran or individuals with disabilities;
- 3) Opposing any act or practice made unlawful by Section 4212, Section 503, or any other Federal, State or local law requiring equal opportunity for protected veterans and individuals with disabilities; or
- 4) Exercising any other right protected by Section 4212, Section 503.

This EEO policy has the full support of Daniel M. White, Chancellor, who has assigned responsibility for its implementation to Margo Griffith, EEO Coordinator. Univeristy of Alaska Fairbanks has designed and implemented an audit and reporting system to monitor and maintain its compliance with the Acts.

A copy of the Equal Employment Opportunity statement that reaffirms Univeristy of Alaska Fairbanks's commitment to protected veterans and individuals with disabilities is posted in a form that is accessible and understandable to an individual with a disability.

## REVIEW OF PERSONNEL PROCESSES

41 CFR Section 60-300.44(b), 41 CFR Section 60-741.44(b)

Univeristy of Alaska Fairbanks reviews its employment procedures to ensure careful, thorough, and systematic consideration of the job qualifications of protected veterans and applicants with disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. This review ensures that personnel procedures do not stereotype protected veterans and individuals with disabilities in a manner that limits their access to all jobs for which they are qualified. Applicants and employees with disabilities have equal access to personnel processes, including those implemented through information and communication technologies. Univeristy of Alaska Fairbanks periodically reviews its processes, and makes any necessary modifications to ensure its affirmative action obligations are carried out. When protected veterans are considered for employment, only that portion of the individuals' military records, including discharge papers, that is relevant to the requirements of the position will be considered.

The following are some procedures that may be used to facilitate the review and evaluative process:

- 1) The application or personnel form of each protected veteran and applicant with a disability is annotated to identify each vacancy for which the applicant was considered, and is retrievable for review for use in investigations and internal compliance activities;
- 2) The application or personnel form of each protected veteran and applicant with a disability includes the identification of each promotion and training program for which that employee was considered;
- 3) When a protected veteran employee or applicant is rejected for employment, promotion, or training, a statement of the reason is appended to the personnel file;
- 4) When an employee or applicant with a disability is rejected for employment, promotion, or training, a statement of the reason is appended to the personnel file along with a description of any reasonable accommodation considered; and
- 5) When an employee or applicant is selected for hire, promotion, or training, and reasonable accommodation has been undertaken to enable the selection of an employee or applicant with a disability, the applicant form or personnel record contains a description of the reasonable accommodation.

PHYSICAL AND MENTAL QUALIFICATIONS  
41 CFR Section 60-300.44(c), 41 CFR Section 60-741.44(c)

Univeristy of Alaska Fairbanks reviews all physical and mental job qualification requirements as openings occur to ensure, to the extent that qualification requirements tend to screen out qualified disabled veterans and qualified individuals with disabilities, that they are job-related and consistent with business necessity and the safe performance of the job.

To the extent that physical or mental job qualification requirements tend to screen out qualified disabled veterans and qualified individuals with disabilities in the selection of employees or applicants for employment or other changes in employment status such as promotion or training, Univeristy of Alaska Fairbanks assures 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 ACCOMMODATION

41 CFR Section 60-300.44(d) , 41 CFR Section 60-741.44(d)

Univeristy of Alaska Fairbanks makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodations do not impose an undue hardship on the conduct of its business. When an employee known to be a disabled veteran or an employee with a known disability has significant difficulty performing his or her job, and it is reasonable to conclude that the performance problem may be related to the known disability, the employee is confidentially notified of the performance problem, and asked if the problem is related to the disability. If the employee indicates that the performance problem is related to his or her disability, the employee is asked if reasonable accommodation is needed.

## HARASSMENT

41 CFR Section 60-300.44(e), 41 CFR Section 60-741.44(e)

Univeristy of Alaska Fairbanks develops and maintains procedures to ensure that its employees are not harassed because of their status as a protected veteran, or on the basis of a disability.

**EXTERNAL DISSEMINATION OF POLICY**  
41 CFR Section 60-300.44(f), 41 CFR Section 60-741.44(f)

Univeristy of Alaska Fairbanks undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit protected veterans and individuals with disabilities, such as the following:

1) Univeristy of Alaska Fairbanks incorporates the Equal Opportunity Clause regarding protected veterans and individuals with disabilities in its purchase orders, leases, and contracts as required by law, executive order, and regulation. Written notification of the Equal Opportunity Policy is sent to all subcontractors, vendors, and suppliers requesting appropriate action on their part.

2) Univeristy of Alaska Fairbanks notifies all applicants of the EEO policy, and invites them to self-identify. Application forms state Univeristy of Alaska Fairbanks's commitment to equal employment opportunity. All employment advertisements and notices to recruitment sources state this EEO policy.

3) Outreach and recruitment activities that may be undertaken as needed by Univeristy of Alaska Fairbanks include enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for protected veterans and individuals with disabilities, in order to fulfill its commitment to provide equal employment opportunity for such individuals:

- The Local Veterans' Employment Representative in the local employment service office (One-Stop) nearest the contractor's establishment;
- The Department of Veterans Affairs Regional Office nearest the contractor's establishment;
- The veterans' counselors and coordinators ("Vet-Reps") on college campuses;
- The service officers of the national veterans' groups active in the area of the contractor's establishment;
- Local veterans' groups and veterans' service centers near the contractor's establishment;
- The National Resource Directory's Veterans Job Bank, or any future service that replaces or complements it;
- The Department of Defense Transition Assistance Program (TAP), or any subsequent program that, in whole or in part, might replace TAP; and
- Any organization listed in the Employer Resources section of the National Resource Directory (<http://www.nationalresourcedirectory.gov/>), or any future service that replaces or complements it.
- The State Vocational Rehabilitation Service Agency (SVRA), State mental health agency, or State developmental disability agency in the area of the contractor's establishment;
- The Employment One-Stop Career Center (One-Stop) or American Job Center nearest the contractor's establishment;
- The Department of Veterans Affairs Regional Office nearest the contractor's establishment



(www.va.gov);

- Entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as the services currently provided through the Employer Assistance and Resource Network (EARN) ([www.dol.gov/eopos](http://www.dol.gov/eopos));

- Local Employment Network (EN) organizations (other than the contractor, if the contractor is an EN) listed in the Social Security Administration's Ticket to Work Employment Network Directory ([www.yourtickettowork.com/endir](http://www.yourtickettowork.com/endir));

- Local disability groups, organizations, or Centers for Independent Living (CIL) near the contractor's establishment;

- Placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and

41 CFR Section 60-300.44(f)(3), 41 CFR Section 60-741.44(f)(3)

41 CFR Section 60-300.44(g), 41 CFR Section 60-741.44(g)

**AUDIT & REPORTING SYSTEM**  
41 CFR Section 60-300.44(h), 41 CFR Section 60-741.44(h)

Univeristy of Alaska Fairbanks has designed, implemented, and documented an audit and reporting system that:

- 1) Measures the effectiveness of the affirmative action program.
- 2) Indicates any need for remedial action.
- 3) Determines the degree to which the objectives have been attained.
- 4) Determines whether protected veterans and individuals with known disabilities have the opportunity to participate in all company sponsored educational, training, recreational, and social activities.
- 5) Measures compliance with the affirmative action program's specific obligations.

Where the affirmative action program is found to be deficient, corrective action is taken to bring the program into compliance.

41 CFR Section 60-300.44(i), 41 CFR Section 60-741.44(i)

## TRAINING

41 CFR Section 60-300.44(j), 41 CFR Section 60-741.44(j)

All personnel involved in recruitment, screening, selection, promotion, discipline, and related processes are trained to ensure the implementation of our commitments made in this affirmative action program.

**DATA COLLECTION ANALYSIS**  
41 CFR Section 60-300.44(k), 41 CFR Section 60-741.44(k)

University of Alaska Fairbanks documents the following computations or comparisons pertaining to applicants and hires on an annual basis, and maintains them for a period of three (3) years:

- 1) The number of applicants who self-identified as protected veterans pursuant to § 60-300.42(a), or who are otherwise known as protected veterans;
- 2) The number of applicants who self-identified as individuals with disabilities pursuant to § 60-741.42(a), or who are otherwise known to be individuals with disabilities;
- 3) The total number of job openings and total number of jobs filled;
- 4) The total number of applicants for all jobs;
- 5) The number of protected veteran applicants hired;
- 6) The number of applicants with disabilities hired; and
- 7) The total number of applicants hired.

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## Data Collection Analysis

*(Total Workforce)*  
 01/01/18 - 12/31/18

		Applicants	Applicant Ratio	Hires & Promotions	Hire & Promo Ratio	Total Openings	Total Jobs Filled	Jobs Filled Ratio
<b>Total Workforce</b>	<b>Veterans</b>	273	7.2%	21	6.7%			
	<b>Disabled</b>	273	7.2%	20	6.4%			
	<b>Total</b>	3789		314		500	314	62.8%

The Company has used the terminology in this report in an effort to comply with governmental affirmative action regulations and has prepared these statistics in compliance with such regulations. They have no legal or factual significance outside the context of this Affirmative Action Program and in no way suggest any wrong doing by the Company.



41 CFR Section 60-300.45

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## Hiring Benchmark for Protected Veterans

41 CFR Section 60-300.45

**Veteran Hiring Benchmark :** 6.7%

The Company has used the term 'Benchmark' herein as referenced by government affirmative action regulations and has selected statistics for these analyses in compliance with such regulations. The use of such term and statistics does not indicate the Company's agreement that the sources of statistics are the most relevant. The terms have no legal or factual significance outside the context of this Affirmative Action Program and in no way suggest any wrong doing by the Company.

## UTILIZATION GOALS FOR INDIVIDUALS WITH DISABILITIES

41 CFR Section 60-741.45

The OFCCP establishes a utilization goal for employment of qualified Individuals with disabilities for each job group in the contractor's workforce, or for the contractor's entire workforce where the workforce consists of 100 or less employees. The utilization goal is not a rigid and inflexible quota that must be met, nor is it to be considered either a ceiling or a floor for the employment of particular groups. The purpose of the utilization goal is to establish a benchmark against which the contractor must measure the representation of individuals within each job group in its workforce, or within the contractor's entire workforce. Univeristy of Alaska Fairbanks evaluates its utilization of individuals with disabilities in each job group, or in its entire workforce.



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## Utilization Summary of Individuals with Disabilities

*(By Job Group using the Any Difference Rule)*

41 CFR Section 60-741.45

	Employees	Disabled	Disabled Availability %	Disabled Utilization %	Met Goal?
<b>3F : 3F_FINANCE</b>	48	0	7.0	0.0	No
<b>3G : 3G_HR</b>	7	0	7.0	0.0	No
<b>3H : 3H_IS</b>	73	0	7.0	0.0	No
<b>3I : 3I_MARINE</b>	2	0	7.0	0.0	No
<b>3J : 3J_HEALTH SERVICES</b>	7	0	7.0	0.0	No
<b>3L : 3L_RESEARCH</b>	95	1	7.0	1.1	No
<b>3M : 3M_RISK</b>	7	0	7.0	0.0	No
<b>3N : 3N_STUDENT SERVICES</b>	78	1	7.0	1.3	No
<b>3O : 3O_TRAINING</b>	38	1	7.0	2.6	No
<b>3P : 3P_L6070</b>	19	0	7.0	0.0	No
<b>4A : 4A_ADMIN</b>	156	1	7.0	0.6	No

The Company has used the terms 'Availability' and 'Utilization' herein as referenced by government affirmative action regulations and has selected statistics for these analyses in compliance with such regulations. The use of such terms and statistics does not indicate the Company's agreement that the sources of statistics are the most relevant. The terms have no legal or factual significance outside the context of this Affirmative Action Program and in no way suggest any wrong doing by the Company.

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## Utilization Summary of Individuals with Disabilities

Employees	Disabled	
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## Utilization Summary of Individuals with Disabilities

*(By Job Group using the Any Difference Rule)*

41 CFR Section 60-741.45

Employees	Disabled	Disabled Availability %	Disabled Utilization %	Met Goal?
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5F : 5F\_MARINE

7

0

7.0

0.0

No

5G : 5G\_RESEARCH

43

0

7.0

0.0

No

6A : 6A\_L6070

114

## IDENTIFICATION OF PROBLEM AREAS

41 CFR Section 60-741.45(e)

When the percentage of individuals with disabilities in one or more job groups, or in our entire workforce if the workforce is 100 or less employees, is less than the utilization goal, University of Alaska Fairbanks takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, we assess our personnel processes, the effectiveness of our outreach and recruitment efforts, the results of our affirmative action program audit, and any other areas that might affect the success of the



## ACTION ORIENTED PROGRAMS

41 CFR Section 60-741.45(f)

As needed, Univeristy of Alaska Fairbanks develops action-oriented programs designed to correct any identified problems areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts, and/or other actions designed to correct the identified problem areas and attain the established goal.

Univeristy of Alaska Fairbanks has not identified any problems areas.