

**Applies to:** All Faculty and Staff

I. Purpose:

To reaffirm and describe the University's commitment to the principles of equal employment opportunities for individuals with disabilities\*and to set forth the action being taken by the University and its employees concerning employment opportunities for qualified individuals with disabilities\*\*.

II. General Policy of the University--Employment of Individuals with Disabilities:

The University will not discriminate in its employment practices against applicants or employees who have a disability. Placement will be commensurate with ability to perform assigned work. Employees with disabilities will receive the same regular compensation as those with no disabilities for like work.

III. Specific Policy - Employment:

A. The University will not discriminate against any employee or applicant for employment because of disability in regard to any position for which the employee or applicant for employment is qualified.

B. The University, to ensure its commitment to equal employment opportunities for individuals with disabilities, will take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without discrimination based upon their disability in all employment practices.

C. The University will not discriminate or retaliate against any employees or applicants because they have engaged in or may engage in filing a complaint of discrimination, assisting or participating in an investigation of a complaint of discrimination, or opposing a practice of discrimination against individuals with disabilities.

D. The University will provide reasonable accommodation to employees with known disabilities, if that is needed to enable them to perform their essential job duties. Employees may request such accommodation by contacting their immediate supervisor, Human Resources, or the ADA Coordinator.

IV. Dissemination of Policy:

A. To ensure understanding, acceptance and support among the University's executives, managers, supervisors, and all other employees, and to encourage such persons to take the necessary action to assist the University in meeting its obligations to individuals with disabilities, the University will communicate information on its nondiscrimination policy and its affirmative action program on a periodic basis to all University employees through University publications and other media. The University will post its nondiscrimination/affirmative action policy on appropriate University bulletin boards.

B. All University publications relating to employment and advertisements for employment opportunity shall include the phrase, "An Affirmative Action- Equal Opportunity Employer." Pictures of employees used in employment advertising will include individuals with disabilities.

C. University publications shall feature articles covering the University's affirmative action program for individuals with disabilities and promotions and accomplishments of men and women with disabilities. Employee handbooks or similar publications with pictures will include individuals with disabilities. Additionally, the University will provide information on

its affirmative action program for individuals with disabilities to specific publications intended for such individuals.

## V. Implementation Responsibility:

### A. Executive Officers

Ultimate responsibility for the implementation of this policy and the University's affirmative action programs rests with the Executive Officers (the President, the Executive Vice Presidents, the Vice-Presidents and the Chancellors of the University of Michigan-Dearborn and of the University of Michigan-Flint). Each Executive Officer is responsible for the administration of this policy and the University's affirmative action programs within his/her area of responsibility.

### B. Deans, Directors, Department Heads

Each school, college, major institute, center or other major operating unit headed by a Dean, Director, or Department Head is responsible for compliance with the Americans with Disabilities Act of 1990 ("ADA"), as well as other legislation pertaining to individuals with disabilities, including the provision of funds to make reasonable accommodations for individuals with disabilities.

### C. Associate Vice President of Human Resources

Responsible for development and implementation of personnel policies and practices that assure compliance with equal opportunity and affirmative action requirements.

### D. Associate Vice Provost for Academic and Faculty Affairs , Senior Director for Institutional Equity

1. Responsible for directing and coordinating the University's affirmative action programs. Ensure that appropriate accommodations are made for qualified individuals with disabilities.
2. Design and implement auditing and reporting systems.
3. Provide advice, counsel and assistance on all matters regarding equal opportunity, accommodations, and accessibility for individuals with disabilities.

### E. ADA Coordinator

The ADA Coordinator will coordinate University programs and responsibilities to assure compliance with the ADA and other federal and state laws and regulations pertaining to individuals with disabilities.

### F. Human Resources administrators

Human Resources administrators, each within his/her area of responsibility, are responsible for assisting the Associate Vice President of Human Resources and the ADA Coordinator in fulfilling their responsibilities, and specifically in reviewing the developing policies and practices that assure careful, thorough and systematic consideration of the job qualifications of employees and applicants with disabilities.

### G. Other supervisors and managers

Every other member of supervision and management is responsible within his/her area of responsibility for conducting activities in a manner which will ensure compliance with this policy and the affirmative action programs.

## VI. Recruitment:

A. The University will not discriminate in its recruitment activities against a qualified applicant because of a disability.

B. All recruitment sources will be advised in writing of the University's policy and commitment to equal employment opportunities for individuals with disabilities.

C. The University will provide job postings in a variety of media, such as postings, large print, on-line computer postings, or telephone job lines, so that information about open positions will be available to individuals with a wide range of disabilities. In addition, the Employment Offices will provide assistance in accessing job postings to individuals with disabilities who request it.

D. The University will take positive steps to attract qualified individuals with disabilities not currently in the workforce. In this respect, it will work closely with recruiting sources and other vocational rehabilitation agencies or facilities, and social service organizations serving individuals with disabilities.

E. The University will use the phrase, "An Affirmative Action – Equal Opportunity Employer," on all recruiting, employment, and advertising publications.

F. Search committees will utilize methods intended to result in the inclusion of qualified individuals with disabilities in the pool of candidates.

#### VII. Employment and Placement:

A. Qualified applicants with disabilities will be considered and placed for employment on the basis of their abilities. Reasonable accommodations will be provided upon request.

B. Selection for employment, training, or promotion will be on the basis of valid objective criteria and the ability to do assigned work.

C. The University may allow employees with disabilities to return to work in temporary accommodated positions while their conditions stabilize, in order to permit such employees to continue in the workforce and to maximize their abilities prior to a full release for a return to work, or to reduce the length of time between an on-the-job injury and a return to work for employees who are eligible for Worker's Compensation. However, permanent removal of an essential function of a position shall not be considered a reasonable accommodation. Department heads may authorize temporary light duty positions, when practicable, which allow employees to continue working following an injury which has resulted in a disability.

D. The University will maintain in confidence, to the extent required by applicable regulations, information provided by applicants or employees who identify themselves as having a disability.

#### VIII. Promotions, Demotions, Layoffs, Recalls and Transfers:

Promotions, demotions, layoffs, recalls, and transfers will be consistent with an employee's qualifications and service. Reasonable accommodation will be provided as appropriate. In some cases, transfer of an employee with a disability into a vacant position for which he/she is qualified will constitute a reasonable accommodation. Whenever reassignment to a vacant position is the only way in which an employee with a disability can be reasonably accommodated, the employee with a disability shall be transferred into that vacant position. Transfer will be made to a vacant position that is equivalent in terms of pay and other relevant factors such as benefits, status, or geographical location. If there are no equivalent vacant positions available the employee may be reassigned to a lower level vacant position.

#### IX. Facilities and Activities:

The University will make reasonable accommodation to the known limitations of a qualified employee or applicant with a disability. Accommodation can be provided in a variety of ways, such as eliminating architectural barriers in existing facilities and future construction, creating accessible parking, modifying job stations, altering work schedules, or restructuring a job by redistributing marginal job functions.

#### X. Union Relations:

A. The University will notify all labor organizations representing its employees of its nondiscrimination/affirmative action obligations to individuals with disabilities, in an effort to secure the cooperation of these organizations.

B. All labor contract provisions will be reviewed to ensure they are not discriminatory.

#### XI. Human Resource Policies:

Human Resource policies and practices, such as compensation and benefit programs, are the subject of periodic review to ensure that they are consistent with applicable and current legal requirements and that they are administered without regard to a qualified applicant's or employee's disability.

#### XII. Subcontractors:

All subcontractors on government contracts will be informed of the University's commitments under relevant state and federal laws and regulations.

### XIII. Reports and Records:

The University will maintain, for a period not less than one year, records regarding complaints and action taken.

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\* A "disability" is a physical or mental impairment that substantially limits one or more major life activities, a record of having such an impairment, or being regarded as having one even if the person does not actually have the condition.

\*\* A "qualified individual with a disability" is a person with a disability who meets the skill, experience, education and other job-related requirements and who, with or without reasonable accommodation, can perform the essential functions of the job.

Attachment	Size
<a href="#">Printable PDF of 201.84, EEO Affirmative Action Policy for Individuals with Disabilities</a>	182.91 KB

**SPG number:**

201.84

**Applies to:**

All Faculty and Staff

**Related policies:**

[Recruitment and Employment](#)

[Transfer: Promotional, Lateral, and Demotional](#)

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March 1, 1995

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University Human Resources

**Related links:**

[Regents BylawSection 14.06](#)

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