

Affirmative Action Plan and Report – 2011  
Persons with Disabilities and also Veterans

**I. POLICY STATEMENT**

In compliance with the [Americans With Disabilities Act \(ADA\) of 1990](#) and the [Rehabilitation Act of 1973](#), it is the policy of this University that no person shall be denied, forbidden, or limited access to the various programs or services of this University, or employment on the basis of disability.

In accordance with the ADA of 1990, no individual shall be discriminated against on the basis of disability in the full and equal employment of the goods, services, facilities, privileges, advantages, or accommodations of the University. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination by the University.

Eastern Illinois University is an equal opportunity employer and does not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.

Questions about the provisions of accommodations should be referred to the ADA Coordinator/Director of Human Resources.

**II. Responsibilities and Obligations**

- A. **EMPLOYEES** - For assistance with accommodations, contact the ADA Coordinator/Director of Human Resources, (217) 581-3514.
- B. **STUDENTS** - For assistance with accommodations, contact the Assistant Director of Disability Services, (217) 581-6583.
- C. **ISSUES REGARDING ACCESS TO FACILITIES (AFTER HOURS)** - For emergency / immediate problems concerning access to facilities after 4:00 p.m. M-F and on weekends, contact Facilities Planning and Management at (217) 581-3416. All other (non-emergency) questions and concerns regarding access to facilities should be directed to either the Assistant Director of Disability Services (students) at (217) 581-6583 or the ADA Coordinator (employees) at (217) 581-3514 during normal working hours M-F.
- D. **TO REPORT PROBLEMS WITH ELEVATORS** - Contact (217) 581-2178 8:00 am - 4:30 pm or (217) 581-3416 after normal working hours.
- E. **FOR ASSISTANCE WITH PARKING FOR DISABLED PERSONS** – Contact the University Police Department, (217) 581-3213.
- F. **FOR ASSISTANCE WITH ACCOMMODATIONS IN STUDENT HOUSING** - Contact the Assistant Director of Housing, (217) 581-7718.

**III. DETERMINATION OF DISABILITY STATUS**

In determining an individual's disability status, the University may:

- A. Require an applicant or employee to provide medical documentation of any impairment or, in the alternative, may require the applicant or employee to undergo a medical examination at the University's expense.
- B. Require a disabled veteran to submit documentation from the Veterans Administration or military service or a release indicating his or her disability status. Such documentation should be updated as required.

- C. Make determination of a disability under 41 CFR 60-250 and CFR 60-741 for affirmative action purposes only and is not used to exclude or otherwise limit employment opportunities of qualified veterans and individuals with disabilities.

#### **IV. General Guidelines for Accommodations and Other Related Requirements**

##### **A. Reasonable Accommodations**

The University may provide reasonable accommodation if appropriate to any qualified individual with a disability if such accommodation is required to perform the essential functions of a position and the accommodation does not pose an undue hardship or a direct threat to the health and safety of the individual or other employees of the University. The need to provide such accommodation may not be a factor in any employment action involving the individual.

In many cases the employing unit may be able to determine and achieve appropriate reasonable accommodation without assistance. However, in some instances, the employing unit may require assistance in this process. The University ADA Coordinator may be called upon to assist in determining when a reasonable accommodation is required and in determining an appropriate accommodation.

Applicants seeking employment with the University can obtain information concerning accommodations in the application process from the ADA Coordinator, (217) 581-3514.

##### **B. Review of Qualifications and Obligations to Individuals with Disabilities and Disabled Veterans**

The University periodically reviews job descriptions and job qualifications to ensure that individuals with disabilities, disabled veterans, and qualified protected veterans are not being unfairly eliminated from employment considerations. EIU takes affirmative action to employ, advance in employment, and otherwise treat qualified individuals with a disability without regard to their disability, including but not limited to recruitment, employment, promotion, compensation, training, layoffs, transfers, terminations, and job benefits.

##### **C. Identification Invitation**

The University will post notices inviting veterans and individuals with disabilities to identify themselves for affirmative action purposes. These notices are posted in Human Resources. Such information is strictly confidential and used for affirmative action purposes. Applicants in searches for continuing faculty or administrator/professional positions are given the opportunity to identify themselves as veterans or persons with disabilities on the online EEO card which is administered by the Office of Civil Rights and Diversity. Hiring Agents are required to account for the application status of each of these self-identified individuals. Upon completion of the interview process, hiring agents are required to discuss how each of the candidates interviewed (including candidates who may be veterans or who have identified themselves as having a disability) compared to the candidate recommended for employment. The names of such individuals and reported any disabilities remains confidential. Departments may access the recruitment and retention fund during the negotiations for the employment of such individuals. Individuals who are applying for civil service position are invited to self-identify veteran's disability status. These individuals may be eligible for the award of from three to ten points on the original entry examination as proscribed in the examination procedures of the State Universities Civil Service System.

##### **Compensation**

The University does not reduce an employee's wages or salary because of disability income, pension, or other similar sources of payment.

## V. Action Plan

- Continue actively to recruit applications from persons with disabilities and persons who are veterans.
- Continue to require hiring agents (particularly for faculty and A&P positions) to document the status of applicants and final employment decisions.
- Continue to make available the recruitment and retention fund to use in negotiating with finalists.
- Continue tracking the employment of persons with disabilities as feasible. Continue tracking the employment of veterans, including those with disabilities. Data concerning the numbers of veterans, some of whom are also veterans with disabilities, are documented in the Vets 100 Report, summarized [here](#).

## VI. CONFIDENTIALITY OF INFORMATION CONCERNING DISABLED PERSONS

In compliance with the [Americans With Disabilities Act of 1990](#) and the [Rehabilitation Act of 1973](#), no student, employee, applicant, or potential user of the facilities or services of the University shall be required to disclose that he or she suffers a disability, either in writing or orally. The University may gather information concerning persons with disabilities after their employment/entry into the various academic and service units programs.

Information concerning an individual's medical condition or history shall be kept confidential, except that (1) supervisors, managers, residence hall assistants, faculty, and other appropriate parties may be informed regarding restrictions on the work or duties of persons with disabilities and regarding accommodations, (2) first aid and safety personnel may be informed where appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the Acts shall be provided relevant information upon request.

## VII. COMPLAINT PROCESS

Any member of the University community or user of University services, who believes he/she has been discriminated against on the basis of a disability, may file a complaint with the Civil Rights Office in accordance with guidelines prescribed by the University's [Discrimination Complaint Procedures](#). *To file grievance or complaints regarding discrimination based upon a disability, contact the Office of Civil Rights and Diversity, 1011 Old Main, (217) 581-5020.*