



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

TO: All Faculty and Staff
FROM: Deadre' Johnson, Director of Employee Relations, Office of Human Resources
DATE: September 12, 2013
SUBJECT: Affirmative Action Program for Veterans and Individuals with Disabilities

American University is committed to attracting and retaining a diverse faculty and staff and to complying with affirmative action requirements resulting from our status as a contractor with the government. As part of these requirements, we provide the federal government with annual regulatory reports on the demographics of our employees. We ask that you assist us in preparing the University's Affirmative Action Program by taking a moment to read this memorandum and by returning the attached [Invitation to Self Identify](#) to Human Resources by **September 27, 2013** for this reporting period. Please note that self-identification under this program is voluntary and confidential. You only need to return the attached form if you wish to self identify a veteran status or a disability. You may return the [Invitation to Self Identify](#) typeable PDF form in an envelope marked confidential to the attention of Employee Relations Team, HR, or send the completed PDF form via email to employeerelations@american.edu. To send electronically, complete the form, save a copy "as text" and include the saved copy as an attachment in your email to employeerelations@american.edu. Forms must be received no later than **September 27, 2013**.

American University complies with Section 503 of the Rehabilitation Act of 1973 ("Rehab Act") which requires government contractors to take affirmative action to hire and advance in employment qualified individuals with a disability. In addition, American University complies with the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) which requires government contractors to take affirmative action to hire and advance in employment qualified disabled veterans, other protected veterans, armed forces service medal veterans, and recently separated veterans. If you are a veteran and/or have a disability and would like to be considered under the University's Affirmative Action Program you may inform us at any time.

Submission of this information is voluntary. If you do not provide it, you will not be subject to any adverse treatment. Information about individuals is confidential, with the following exceptions: 1) supervisors and managers may be informed about restrictions on the work duties of disabled individuals and any necessary accommodations, 2) first aid personnel may be informed if the condition requires emergency treatment, and 3) government officials engaged in enforcement of the two laws described above may be informed. The information provided will be used only in ways that are consistent with either the Rehab Act or the VEVRA Act.