

NON-DISCRIMINATION POLICY FOR VETERANS

Category: Equity and Campus Diversity
Responsible Office: Equity and Campus Diversity Office

Date Revised: 06/27/2016
Date Posted to Library: 06/27/2016

POLICY SUMMARY

The purpose of this document is to set forth Buffalo State College's continuing commitment to non-discrimination and affirmative action policy in compliance. This Affirmative Action Plan for veterans with disabilities and veterans of the Vietnam era is reviewed and updated annually by the Affirmative Action Office in conjunction with the college Affirmative Action Plan.

POLICY**Policy Statement**

Buffalo State College will make every effort to assist employees identified as Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans to reach their full employment potential.

In accordance with laws and with Buffalo State's own policies and programs of equal employment opportunity and nondiscrimination, the college reaffirms its policies, responsibilities and commitments to veterans. The college will not discriminate because of status as a special disabled veteran or veteran of the Vietnam era and shall take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era at all levels of employment, including executive level of employment. The college will recruit, hire, train, and promote persons in all job titles and ensure that all other personnel actions are administered without regard to special disabled veterans or Vietnam era veterans and will ensure that all employment decisions are based solely on valid job requirements.

Definitions

The term "Vietnam Era Veteran" means a person who served on active duty for a period of more than 180 days, any part of which occurred during the Vietnam Era and was discharged or released from with other than a dishonorable discharge.

The term "special disabled veteran," for the purpose of this policy, means a person entitled to disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

The enactment of the Veteran's Employment Opportunities Act of 1998 extended the affirmative action obligations of federal contractors and subcontractors to a third group of veterans identified as "Other eligible veterans" The category of "Other Eligible Veterans" includes two key veterans groups, as follows:

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1. Veterans who served in a "war." Since the last declaration of war issued by Congress initiated World War II, veterans with active duty between December 17, 1941, and April 28, 1952, are considered veterans of World War II and are included in the "Other Eligible Veterans" category.
2. Veterans who served in a campaign or an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

Responsibility

The Chief Diversity Officer is given the responsibility for implementation of the college's affirmative action activities for special disabled veterans, Vietnam era veterans and other eligible veterans. The office is located in Cleveland Hall 415 at 1300 Elmwood Avenue, Buffalo New York 14222. Persons who believe that they have been discriminated against in application or employment because of their status as a special disabled veteran, Vietnam era veteran or other eligible veteran are able to file a complaint in the Equity and Campus Diversity Office. The college will follow the SUNY Grievance Policies for the Review of Allegations of Discrimination to resolve complaints of unlawful discrimination based on veteran status.

Administrative and supervisory level employees have the responsibility to ensure that all necessary actions are taken to achieve equal employment opportunity and affirmative action for persons with veteran status.

Procedure/Implementation

Review of Personnel Processes

All personnel processes involving special disabled veterans or veterans of the Vietnam era shall follow the policies and procedures established for all employees of the college. Only that portion of the applicant's military record relevant to the requirements of the position will be reviewed in employment evaluations.

Training

All persons involved in the recruitment, screening, selection, promotion, disciplinary and related processes are trained in the college's affirmative action program. All search and selection committee chair persons are provided copy of the [Guide to Administrative Faculty and Staff Searches](#) which contains information on the administration of affirmative action searches and contacts for increasing the pool of eligible veterans.

Physical and Mental Qualifications and Reasonable Accommodations to Physical and Mental Limitations

All physical and mental qualifications for positions will be job-related and consistent with business necessity. The college will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified special disabled veteran unless it can be shown that the accommodation would impose an undue hardship on the operation of the college.

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CONTACT INFORMATION

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REVISION HISTORY

Date of change: 06/27/2016

Brief description of edit: Reformatted to standard template