

NON-DISCRIMINATION POLICY FOR VETERANS

Division: Equity and Campus Diversity

Responsible Office: Equity and Campus Diversity Office

Date Established: 06/27/2016

Date Last Revised: 04/16/2026

Date Posted to Library: 06/27/2016

POLICY SUMMARY

The purpose of this document is to set forth Buffalo State University'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 University Affirmative Action Plan.

POLICY STATEMENT

Buffalo State University 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 University reaffirms its policies, responsibilities, and commitments to veterans. The University 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 University 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.

RESPONSIBILITIES

The Chief Diversity Officer is given the responsibility for implementation of The University's affirmative action activities for special disabled veterans, Vietnam-era veterans, and other eligible veterans. The office is in Cleveland Hall 517 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 University 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.

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APPLICABILITY

Provides a list of those units, persons or groups that might be impacted by the policy or procedure (i.e., target audiences or users). When all employees are affected, simply write, "All Employees." External groups like customers or suppliers should also be listed.

RELATED PROCEDURES

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 University. 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 University's affirmative action program. All search and selection committee chairpersons are provided copies 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 necessities. The University 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 University

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

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identified as “Other eligible veterans.” The category of “Other Eligible Veterans” includes two key veterans groups, as follows:

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.

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 06/27/2016

Brief description of edit: Reformatted to standard template

Date of change: 03/14/2023

Brief description of edit: Updated campus designation of the university and reformatted to a standard template.

Date of change: 04/16/2026

Brief description of edit: Updated to ADA compliant template