

Effective Date: **January 1, 2000**

POLICY

EMPLOYMENT

Self-Identification of Disabled or Veteran Status

RESPONSIBLE OFFICE

Equal Opportunity Office

101.5 Self-Identification of Disabled or Veteran Status. Boston University is committed to assuring equal opportunity in employment to persons with disabilities, and Protected Veterans. The Affirmative Action Plan for Veterans and Individual's with Disabilities is available for review upon request. As an employer and government contractor, Boston University is subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) as amended by the Jobs for Veterans Act of 2002 . Under these Acts, the University is obligated to take affirmative action to employ and advance in employment qualified individuals with disabilities and Protected Veterans.

To help us measure how well we are doing, we are asking you to provide us information regarding your disability and/or Protected Veteran's status. The disclosure of this information is entirely voluntary and no adverse consequences will result from providing this information, or from refusing to provide it. Should you decide not to self-identify at this time, you may do so at anytime in the future.

If you wish to identify yourself as a person with a disability or a Protected Veteran, please complete the [Voluntary Self-Identification of Disability](#) or the [Self-Identification of Veteran Status for Employees](#) form and return the form in person or by email to the [Equal Opportunity Office](#). If you would like to request an accommodation that will assist you in performing the essential functions of your job, please review the information in the [Reasonable Accommodations section](#).

You may be considered a person with a disability:

- If you have a physical or mental impairment which substantially limits you in one or more major life activity; or
- Have a record of having such an impairment; or
- Are regarded as having such an impairment.

You are considered a Protected Veteran if you are a member of one or more of the following groups:

- A Disabled Veteran: A veteran of the U.S. military ground, naval or air service who is entitled to compensation under laws administered by the Secretary of Veterans Affairs' or a person who was discharged or released from active duty because of a service-related disability.
- A Recently Separated Veteran: Any Veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An Active Duty Wartime or Campaign Badge Veteran: A Veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An Armed Forces Service Medal Veteran: A Veteran who, while serving on active duty in the U.S. military, ground, naval or air service participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Information provided as part of this self-identification process will be kept confidential, except that where a disability is identified, in accordance with federal law, the following personnel and officials will have access to it:

- Supervisors and other personnel who need to be informed in order to assess requests for and implement any necessary restrictions of work duties and/or necessary accommodations.
- Proper personnel, to the extent appropriate, if the disability might require emergency treatment.
- Government officials investigating compliance with the Americans with Disabilities Act or the laws administered by the Office of Federal Contract Compliance Programs.

If you have any questions or need assistance, please contact the [Equal Opportunity/Affirmative Action Consultant](#).

END OF POLICY TEXT

Categories: Disability Accommodations, Employment, University Policies Affecting Student Life, Workplace Keywords: handicap