

AFFIRMATIVE ACTION PROGRAM  
FOR PROTECTED VETERANS AND  
INDIVIDUALS WITH DISABILITIES

**University of Alaska Fairbanks**

2025 Yukon Drive  
Fairbanks, AK 99775-7500



# AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES

**Contractor :** University of Alaska Fairbanks  
2025 Yukon Drive  
Fairbanks, AK 99775-7500

**EEO Coordinator :** Glenn Gambrell  
University of Alaska Fairbanks  
2025 Yukon Drive, suite 212  
Fairbanks, AK 99775

**Parent Company :** University of Alaska  
**Employer Identification # :** 92-6000147

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**  
**41 CFR Section 60-300.44(a), 41 CFR Section 60-741.44(a)**

It is the policy at University of Alaska Fairbanks to provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, University of Alaska Fairbanks is dedicated to taking affirmative action to employ and advance in employment protected veterans and individuals with disabilities. All personnel actions, including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles, are administered without regard to protected veteran or disability status, and all employment decisions are based solely on valid job requirements. In addition, employees and applicants are protected from harassment, threats, coercion, intimidation, or discrimination for:

- 1) Filing a complaint;
- 2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 4212, Section 503, or any other Federal, State, or local law requiring equal opportunity for protected veteran or individuals with disabilities;
- 3) Opposing any act or practice made unlawful by Section 4212, Section 503, or any other Federal, State or local law requiring equal opportunity for protected veterans and individuals with disabilities; or
- 4) Exercising any other right protected by Section 4212, Section 503.

This EEO policy has the full support of Daniel M. White, Chancellor, who has assigned responsibility for its implementation to Glenn Gambrell, EEO Coordinator. University of Alaska Fairbanks has designed and implemented an audit and reporting system to monitor and maintain its compliance with the Acts.

A copy of the Equal Employment Opportunity statement that reaffirms University of Alaska Fairbanks's commitment to protected veterans and individuals with disabilities is posted in a form that is accessible and understandable to an individual with a disability.

**REVIEW OF PERSONNEL PROCESSES**  
**41 CFR Section 60-300.44(b), 41 CFR Section 60-741.44(b)**

University of Alaska Fairbanks reviews its employment procedures to ensure careful, thorough, and systematic consideration of the job qualifications of protected veterans and applicants with disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. This review ensures that personnel procedures do not stereotype protected veterans and individuals with disabilities in a manner that limits their access to all jobs for which they are qualified. Applicants and employees with disabilities have equal access to personnel processes, including those implemented through information and communication technologies. University of Alaska Fairbanks periodically reviews its processes, and makes any necessary modifications to ensure its affirmative action obligations are carried out. When protected veterans are considered for employment, only that portion of the individuals' military records, including discharge papers, that is relevant to the requirements of the position will be considered.

The following are some procedures that may be used to facilitate the review and evaluative process:

- 1) The application or personnel form of each protected veteran and applicant with a disability is annotated to identify each vacancy for which the applicant was considered, and is retrievable for review for use in investigations and internal compliance activities;
- 2) The application or personnel form of each protected veteran and applicant with a disability includes the identification of each promotion and training program for which that employee was considered;
- 3) When a protected veteran employee or applicant is rejected for employment, promotion, or training, a statement of the reason is appended to the personnel file;
- 4) When an employee or applicant with a disability is rejected for employment, promotion, or training, a statement of the reason is appended to the personnel file along with a description of any reasonable accommodation considered; and
- 5) When an employee or applicant is selected for hire, promotion, or training, and reasonable accommodation has been undertaken to enable the selection of an employee or applicant with a disability, the applicant form or personnel record contains a description of the reasonable accommodation.



## **REASONABLE ACCOMMODATION**

**41 CFR Section 60-300.44(d) , 41 CFR Section 60-741.44(d)**

University of Alaska Fairbanks makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodations do not impose an undue hardship on the conduct of its business. When an employee known to be a disabled veteran or an employee with a known disability has significant difficulty performing his or her job, and it is reasonable to conclude that the performance problem may be related to the known disability, the employee is confidentially notified of the performance problem, and asked if the problem is related to the disability. If the employee indicates that the performance problem is related to his or her disability, the employee is asked if reasonable accommodation is needed.

## **HARASSMENT**

**41 CFR Section 60-300.44(e), 41 CFR Section 60-741.44(e)**

University of Alaska Fairbanks develops and maintains procedures to ensure that its employees are not harassed because of their status as a protected veteran, or on the basis of a disability.

**EXTERNAL DISSEMINATION OF POLICY**  
**41 CFR Section 60-300.44(f), 41 CFR Section 60-741.44(f)**

University of Alaska Fairbanks undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit protected veterans and individuals with disabilities, such as the following:

1) University of Alaska Fairbanks incorporates the Equal Opportunity Clause regarding protected veterans and individuals with disabilities in its purchase orders, leases, and contracts as required by law, executive order, and regulation. Written notification of the Equal Opportunity Policy is sent to all subcontractors, vendors, and suppliers requesting appropriate action on their part.

2) University of Alaska Fairbanks notifies all applicants of the EEO policy, and invites them to self-identify. Application forms state University of Alaska Fairbanks's commitment to equal employment opportunity. All employment advertisements and notices to recruitment sources state this EEO policy.





## **ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS**

**41 CFR Section 60-300.44(f)(3), 41 CFR Section 60-741.44(f)(3)**

University of Alaska Fairbanks each year reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate their effectiveness in identifying and recruiting qualified protected veterans and qualified individuals with disabilities. Each evaluation is documented, including at a minimum the criteria used to evaluate the effectiveness of each effort and the conclusion as to whether each effort and the totality of the efforts are effective. Among these criteria are the Data Collection Analysis for the current year and the two most recent previous years. If University of Alaska Fairbanks concludes the totality of its efforts are not effective in identifying and recruiting qualified protected veterans and qualified individuals with disabilities, alternative outreach and recruitment efforts are identified and implemented.

University of Alaska Fairbanks concludes that each and the totality of its efforts are effective in identifying and recruiting qualified protected veterans and qualified individuals with disabilities.

**INTERNAL DISSEMINATION OF POLICY**  
**41 CFR Section 60-300.44(g), 41 CFR Section 60-741.44(g)**

University of Alaska Fairbanks has developed the following internal procedures to communicate its obligation to engage in affirmative action efforts to employ and advance in employment protected veterans and qualified individuals with disabilities. These procedures are designed to foster understanding, acceptance, and support among executive, management, supervisory, and other employees, and to encourage such persons to take the necessary actions to meet this obligation.

1) University of Alaska Fairbanks Notices. The EEO policy statement is posted on the employee bulletin board and/or electronically in a manner and place that ensures that protected veterans and individuals with disabilities are informed of its contents. This notice states the name of the EEO Coordinator, the support of top-level management toward this policy, and to whom questions, comments, or complaints should be directed. A statement is included that employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Acts. All required state and federal EEO notices are also posted on bulletin boards.

2) Union Contracts. A non-discrimination clause is included in any union contracts and any such contracts are reviewed to ensure that they are non-discriminatory. University of Alaska Fairbanks notifies union officials and/or employee representatives of the contractor's policy, and requests their cooperation.

3) Other procedures that may be implemented as needed:

a. University of Alaska Fairbanks's overall commitment, top-level management support, and implementation of the plan are discussed with management personnel, making clear the chief executive officer's support for the affirmative action policy;

b. All employees and prospective employees are informed of University of Alaska Fairbanks's commitment to engage in affirmative action to increase employment opportunities for protected veterans and individuals with disabilities;

c. University of Alaska Fairbanks's affirmative action policy is publicized in the company newspaper, magazine, annual report, and other media;

d. The policy is discussed thoroughly in both employee orientation and management training programs;

e. When employees are featured in employee handbooks or similar publications for employees, University of Alaska Fairbanks includes protected veterans and individuals with disabilities.

**AUDIT & REPORTING SYSTEM**  
**41 CFR Section 60-300.44(h), 41 CFR Section 60-741.44(h)**

University of Alaska Fairbanks has designed, implemented, and documented an audit and reporting system that:

- 1) Measures the effectiveness of the affirmative action program.
- 2) Indicates any need for remedial action.
- 3) Determines the degree to which the obj17r13c58700 655 EPin10 0.000T. gfr T

**RESPONSIBILITY FOR IMPLEMENTATION**  
**41 CFR Section 60-300.44(i), 41 CFR Section 60-741.44(i)**

Glenn Gambrell has been designated to direct the activities of the affirmative action program. Glenn Gambrell has the full support of Daniel M. White in carrying out the University of Alaska Fairbanks affirmative action policy. Glenn Gambrell is responsible for:

- 1) Developing policy statements, affirmative action programs, and internal and external communication to include discussions with managers, supervisors, and employees to ensure the policies are followed;
- 2) Advising managers and supervisors that their work performance is evaluated, in part, on the basis of their affirmative action efforts;

## **TRAINING**

**41 CFR Section 60-300.44(j), 41 CFR Section 60-741.44(j)**

All personnel involved in recruitment, screening, selection, promotion, discipline, and related processes are trained to ensure the implementation of our commitments made in this affirmative action program.

**DATA COLLECTION ANALYSIS**  
**41 CFR Section 60-300.44(k), 41 CFR Section 60-741.44(k)**

University of Alaska Fairbanks documents the following computations or comparisons pertaining to applicants and hires on an annual basis, and maintains them for a period of three (3) years:

- 1) The number of applicants who self-identified as protected veterans pursuant to § 60-300.42(a), or who are otherwise known as protected veterans;
- 2) The number of applicants who self-identified as individuals with disabilities pursuant to § 60-741.42(a), or who are otherwise known to be individuals with disabilities;
- 3) The total number of job openings and total number of jobs filled;
- 4) The total number of applicants for all jobs;
- 5) The number of protected veteran applicants hired;
- 6) The number of applicants with disabilities hired; and
- 7) The total number of applicants hired.

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## Data Collection Analysis

*(Total Workforce)*

*01/01/2020 - 12/31/2020*

	Applicants	Applicant Ratio	Hires & Promotions	Hire & Promo Ratio	Total Openings	Total Jobs Filled	Jobs Filled Ratio
<b>Total Workforce</b>	160	5.7%	20	5.8%			
	2811		342				





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## Hiring Benchmark for Protected Veterans

41 CFR Section 60-300.45

**Veteran Hiring Benchmark :** 5.9%

The Company has used the term 'Benchmark' herein as referenced by government affirmative action regulations and has selected statistics for these analyses in compliance with such regulations. The use of such term and statistics does not indicate the Company's agreement that the sources of statistics are the most relevant. The terms have no legal or factual significance outside the context of this Affirmative Action Program and in no way suggest any wrong doing by the Company.

**41 CFR Section 60-741.45**

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## Utilization Summary of Individuals with Disabilities

*(By Job Group using the Any Difference Rule)*

41 CFR Section 60-741.45

Employees	Disabled	Disabled Availability %	Disabled Utilization %	Met Goal?
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1A : 1A_EXECUTIVE	42	2	<del>7.0</del> 4.8	No
1B : 1B_MANAGEMENT	131	15	7.0	11.5 Yes
2A : 2A_PROFESSOR	146			

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## Utilization Summary of Individuals with Disabilities

*(By Job Group using the Any Difference Rule)*

41 CFR Section 60-741.45

	Employees	Disabled	Disabled Availability %	Disabled Utilization %	Met Goal?
3I : 3I_MARINE	2	0	7.0	0.0	No
3J : 3J_HEALTH SERVICES	6	1	7.0	16.7	Yes
3L : 3L_RESEARCH	111	5	7.0	4.5	No
3M : 3M_RISK	7	0	7.0	0.0	No
3N : 3N_STUDENT SERVICES	75	11	7.0	14.7	Yes
3O : 3O_TRAINING	38	2	7.0	5.3	No
3P : 3P_L6070	17	4	7.0	23.5	Yes
4A : 4A_ADMIN	128	12	7.0	9.4	Yes
4B : 4B_ATHLETICS	4	0	7.0	0.0	No
4C : 4C_STUDENT SERVICES	34	6	7.0	17.6	Yes
4D : 4D_COMMUNICATONS	2	0	7.0	0.0	No
4E : 4E_FINANCE	49	8	7.0	16.3	Yes
4F : 4F_HR	10	3	7.0	30.0	Yes

The Company has used the terms 'Availability' and 'Utilization' herein as referenced by government affirmative action regulations and has selected statistics for these analyses in compliance with such regulations. The use of such terms and statistics does not indicate the Company's agreement that the sources of statistics are the most relevant. The terms have no legal or factual significance outside the

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*(By Job Group using the Any Difference Rule)*

41 CFR Section 60-741.45

Employees	Disabled	Disabled Availability %	Disabled Utilization %	Met Goal?
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4H : 4H\_HEALTH

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## **IDENTIFICATION OF PROBLEM AREAS**

### **41 CFR Section 60-741.45(e)**

When the percentage of individuals with disabilities in one or more job groups, or in our entire workforce if the workforce is 100 or less employees, is less than the utilization goal, University of Alaska Fairbanks takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, we assess our personnel processes, the effectiveness of our outreach and recruitment efforts, the results of our affirmative action program audit, and any other areas that might affect the success of the affirmative action program.

University of Alaska Fairbanks has not found any impediments to equal employment opportunity in our personnel processes, outreach, and recruitment efforts or any other area that might affect the success of our affirmative action program.

## **ACTION ORIENTED PROGRAMS**

### **41 CFR Section 60-741.45(f)**

As needed, University of Alaska Fairbanks develops action-oriented programs designed to correct any identified problems areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts, and/or other actions designed to correct the identified problem areas and attain the established goal.

University of Alaska Fairbanks has not identified any problems areas.