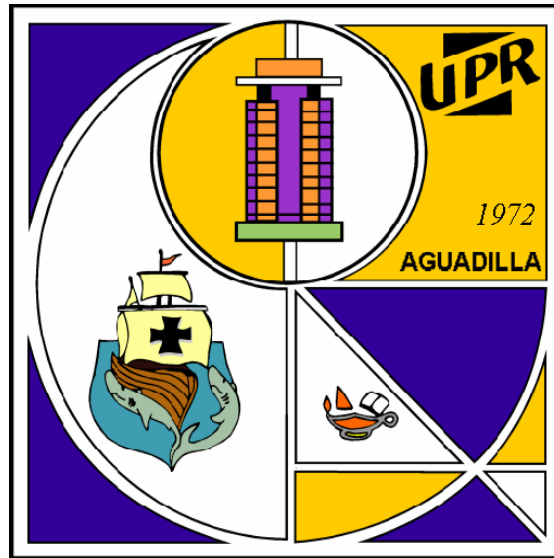


**UNIVERSITY OF PUERTO RICO  
At Aguadilla**



**AFFIRMATIVE ACTION PLAN**

**FOR**

***Disabled Veterans, Vietnam Era Veterans, Other Protected  
Veterans, and Handicapped Workers***

**PLAN YEAR – 2004**



## ***PREFACE***

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The form of this Plan is as required by Revised Order No. 4 and is not an admission of a violation of any law.

This Plan is effective from December 1, 2003 to November 30, 2005

## **ADMINISTRATIVE INFORMATION**

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### **COMPANY NAME AND ADDRESS.**

UNIVERSITY OF PUERTO RICO  
AGUADILLA CAMPUS  
PO BOX 250160  
AGUADILLA, PUERTO RICO 00604- 0160

### **TOP COMPANY OFFICIALS**

PROF. PABLO RODRIGUEZ ROSADO  
**CHANCELLOR**

PROF. NELSON VERA  
**DEAN OF ADMINISTRATIVE AFFAIRS**

PROF. DIANA M. RUIZ  
**DEAN OF ACADEMIC AFFAIRS**

PROF. PABLO RAMIREZ  
**DEAN OF STUDENT AFFAIRS**

CARMEN A. RODRÍGUEZ  
**HUMAN RESOURCES OFFICE DIRECTOR**

GERARDO JAVARIZ CORDERO  
**EEO OFFICER & AAP ADMINISTRATOR**

## ***ENDORSEMENT***

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This Affirmative Action Plan has been reviewed and endorsed by:

Prof. Pablo Rodriguez Rosado  
**Chancellor**

Carmen A. Rodriguez  
**Human Resources Office Director**

Gerardo Javariz Cordero  
**Equal Employment Opportunity Coordinator  
and Affirmative Action Plan Administrator**

## ***STATEMENT OF PURPOSE***

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The purpose of this Affirmative Action Plan is fulfill our obligations with the Vietnam Era Veterans Readjustment Act of 1974, as amended and Section 503, Rehabilitation Act of 1973, as amended.

The University of Puerto Rico at Aguadilla presents this Plan in order to recognize the rights of employees and applicants to be treated on a nondiscriminatory basis. We recognize our obligation to take affirmative action, to give equally treatment to handicapped individuals and veterans. The University of Puerto Rico's purpose in adopting this Affirmative Action Plan is to utilize qualified handicapped workers, disabled veterans, Vietnam era veterans and other protected veterans to their full potential at all levels in the organization.

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***INSTITUTIONAL DESCRIPTION***

**University of Puerto Rico**

The University of Puerto Rico, state university established in 1903, has eleven institutional units around the country. It includes three university campuses and eight university colleges.

The University of Puerto Rico has academic programs and research centers which are framed within a great variety of knowledge areas and doctrines. Each unit of the university system offers programs which are outstanding for its focus on particular areas. The diversity of its programs presents great educational possibilities and options to a qualified student.

## **University of Puerto Rico at Aguadilla**

The University of Puerto Rico, at Aguadilla is an autonomous unit of the University of Puerto Rico's State System of Higher Education. The system is comprised of eleven autonomous units overseen by a President. He is responsible of carrying out the general policies adopted by the governing body, The Board of Trustees. In each autonomous unit a Chancellor, who reports directly to the President, administers the campus. Although established in 1972 as a two year regional college, the UPR- Aguadilla is currently a four year university institution. The Middle States Association of Colleges and Schools has accredited the institution since 1976, being the last review in the year 2000.

The University of Puerto Rico at Aguadilla has academic programs and **research laboratories**, which are framed within a great variety of knowledge areas and doctrines.

We want the Aguadilla Campus to remain as an integrating effective entity distinguished by the high quality of its services, the enthusiasm of its personnel, the utilization of its innovative and flexible processes, in an environment that promotes the professional growth and development for everyone.

The University of Puerto Rico at Aguadilla total work force is **397**.

Veterans comprise 4 (1.01%) and Handicapped comprise 43 (10.8%) of the total personnel.

The **UPR- Aguadilla** job groups are comprised as defined for the Equal Employment Opportunity Commission according to the reality of the University of Puerto Rico. The work force is distributed as follow:

Executive, Administrative, Managerial – 3.5%

Faculty – 51 %

Professionals – 8.5%

Clerical, Secretarial – 19.5%

Technical – 4.5%

Skilled Crafts – 3.5%

Service, Maintenance – 9.5%

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### **Location and facilities of the University of Puerto Rico at Aguadilla**

The Aguadilla Campus, inherited from a former Ramey Air Force Base, comprises about 35 acres of land. It is located in the northwestern region of Puerto Rico, from which receives most of its students.

The Aguadilla Campus has 14 college buildings, 11 parking areas, and various recreational facilities. Most facilities-classrooms, laboratories, the Student Center, the Auditorium and the Conference Hall, administrative offices, and so on may be characterized as appropriate. However, increased enrollment has created the need for more space for academic use and student services. All building facilities and access to parking areas are moderately equipped for handicap individuals.

The **UPR- Aguadilla** has the intention to accomplish the removal of existing barriers that prevent qualified individuals in these affected groups from leading constructive and economically independent lives. In the meanwhile, proper arrangements are made for students and employees with disabilities.

**CHANCELLOR'S STATEMENT**

It has been along-standing policy of **University of Puerto Rico at Aguadilla** to employ and promote qualified personnel without discrimination against any employee or applicant for employment because of a physical or mental handicap, disabled veteran status, Vietnam era veteran status or other protected veterans status.

Our policy is to initiate affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals, disabled veterans, Vietnam era veterans and other protected veterans without discrimination in the employment process.

Our commitment to affirmative action is stated in our company policy so that all employees, prospective employees, sources of employment, customers and suppliers, and community leaders are aware of the University of Puerto Rico – **University of Puerto Rico at Aguadilla position.**

From time to time, the UPR- Aguadilla studies existing physical barriers and safety hazards to veterans and handicapped individuals so that we may make reasonable accommodation to physical and mental limitations of employees and applicants, consistent with required job qualifications and the effective operation

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of the University of Puerto Rico.

All applicants or employees who are handicapped, disabled veterans, Vietnam era veterans, other protected veterans, and who wish to benefit from the program are invited to identify themselves to the University authorities. Such information is voluntarily provided, is kept confidential, and the person is not subject to any adverse treatment.

To ensure the effectiveness of the affirmative action program, the University of Puerto Rico at Aguadilla has appointed Gerardo Javariz Cordero as Equal Employment Opportunity Coordinator for affirmative action for individuals, handicapped, disabled veterans, Vietnam era veterans, and other protected veterans at the University of Puerto Rico at Aguadilla.

A copy of this Affirmative Action Plan may be reviewed during normal business hours by contacting either the EEO Officer or Human Resources Office.

Prof. Pablo Rodríguez Rosado  
Chancellor

December 1, 2003

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***AFFIRMATIVE ACTION PLAN COVERAGE***

Applicants and employees who believe themselves covered under this Affirmative Action Program for handicapped individuals, disabled veterans, Vietnam era veterans, and other protected veterans can advise the University of Puerto Rico at any time that they wish to benefit under this program.

This information will be used solely for the purpose of affirmative action and proper job placement. This information will not be used to exclude or otherwise limit the employment opportunities of qualified handicapped individuals, disabled veterans, Vietnam era veterans or other protected veterans.

***RESPONSIBILITY FOR IMPLEMENTATION***

The Equal Employment Opportunity Officer has the responsibility for the development and direction of affirmative action for handicapped individuals, disabled veterans, Vietnam era veterans and other protected veterans. In addition, has management support to carry out the following responsibilities:

1. Developing programs and internal and external communications regarding affirmative action for these protected groups.
  2. Implementing and review system that will:
    - a. Measure the effectiveness of the affirmative action program.
    - b. Indicate the need for any remedial action.
    - c. Determine the degree to which the University of Puerto Rico's objectives have been met.
  3. Ensuring that this facility is following the guidelines of the affirmative action plan.
  4. Serving as liaison between University of Puerto Rico and community and enforcement agencies.
  5. Ensuring adherence to the EEO Policy through discussions with supervisors and employees.
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6. Reviewing AAP compliance in such areas as poster display, integration of facilities, and disabled individuals participation in University sponsored educational, social, and recreational activities.
7. Specifying that each supervisor has the responsibility to ensure employees placed or promoted through affirmative action efforts are not harassed or discriminated against in any way.

**COMMUNICATION OF POLICY**

**The University of Puerto Rico At Aguadilla** Policy on employment of handicapped individuals, disabled veterans, Vietnam era veterans and other protected veterans is disseminated **internally** as follows:

1. The EEO Policy is included in the University of Puerto Rico's General Regulations revised February, 2002, Chapter V and is reviewed with each employee at the time of hire. The Chancellor's statement on Equal Employment Opportunity is public for review by employees and applicants for employment. A copy of the Policy and the Chancellor's statement are provided to new employees during their orientation.
  2. Information concerning the hiring and promoting of disabled individuals and veterans status at the **University of Puerto Rico at Aguadilla** is discussed during staff meetings, if required. Items of particular significance are published in the University's newspaper "Diálogo".
  3. The Policy is reaffirmed at staff meetings, if required.
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4. The Human Resources Department maintains contact with the office directors and supervisors to ensure that personnel actions taken within the University are in compliance with the Policy.

The **University of Puerto Rico at Aguadilla** Policy is disseminated **externally** as follows:

1. Employment applications notify all prospective employees of the EEO Policy.
2. All recruitment advertising states that the University of Puerto Rico is an "Equal Opportunity Employer."
3. The University of Puerto Rico incorporates the required equal employment opportunity clause in all covered contracts and purchase orders, requesting appropriate compliance action. We will send written notification of this policy to subcontractors.

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***RECRUITMENT***

When hiring opportunities occur, the University of Puerto Rico at Aguadilla considers with equal treatments, handicapped individuals, disabled veterans, Vietnam era veterans and other protected veterans.

1. Recruiting sources have been informed of the University of Puerto Rico at Aguadilla Policy of nondiscrimination and affirmative action.
2. Personnel involved in the recruitment, screening, selection, promotion, discipline, and related employment processes are aware of our commitment.
3. The University of Puerto Rico at Aguadilla recruits applicants for employment on the basis of their demonstrated ability and competence and without regard to their physical or mental handicap, provided that the handicap does not interfere with the applicant's ability to perform the job.
4. Sources likely to yield qualified handicapped individuals, disabled veteran, Vietnam era veterans and other protected veterans as applicants are identified and included in our recruiting efforts.
5. The University of Puerto Rico at Aguadilla Policy is discussed in employee orientations.

***POLICY OF NONDISCRIMINATION***

The University of Puerto Rico at Aguadilla is an equal opportunity employer that has as its policy the selection of the best qualified personnel available for employment. The terms and conditions, on which we recruit, pay salaries, promote and provide other privileges to our personnel are based on the individual's qualifications and institutional regulations. As such, we cannot practice, tolerate, or condone discrimination due to physical handicap or veteran's status; nor can we practice, tolerate, or condone sexual harassment, intimidation, or coercion.

Decisions on employment shall be based upon the individual's qualifications for the position being filled. Promotions shall also be based on the individual's qualifications, with the assurance that veterans and handicapped employees move upward to the extent to which their individual abilities qualify them.

The University of Puerto Rico at Aguadilla will make every effort to maintain an employment program that will ensure equal opportunities for disabled veterans, Vietnam era veterans, other protected veterans and handicapped persons at all levels of work. This will be accomplished by identifying and analyzing problem areas in recruiting, hiring, upgrading, training, and promoting disabled veterans, Vietnam era veterans, and other protected veterans

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and handicapped persons with the objective of implementing corrective action measures where problem areas exist.

**JOB QUALIFICATIONS**

The University of Puerto Rico at Aguadilla from time to time reviews its personnel procedures to ensure that we give careful and thorough consideration to the job qualifications of handicapped individuals, disabled veterans, Vietnam era veteran and other protected veterans applicants and employees. We evaluate job qualifications to ensure that they are based on sound business considerations and do not unjustifiably screen out handicapped individuals, disabled veterans, Vietnam era veterans and other protected veterans.

1. The UPR- Aguadilla developed and sent individually to every employee an invitation asking Veterans and Handicapped to identify themselves on a voluntary basis. Also, in our employee applications we ask about the preference benefits for disable veterans and handicapped. In addition, we will enclose an invitation to self-identify with every application for employment.
2. A separate file was established for retention of applications and resumes of known applicants in these categories. The applications are retained for one year from date of application, and this file serves as an additional source of recruitment when job openings occur.

3. Whenever a job opening occurs, the corresponding job description is retained with the application for further information.
4. Whenever an applicant in any of the categories of handicapped, disabled veterans, Vietnam Era Veterans and other protected veterans are rejected for employment, promotion, or training, a record of the reasons is retained with the application.
5. All physical or mental job specification shall be reviewed so that they are job related and consistent with business necessity and the safe performance of the job.
6. Each known veteran and handicapped individuals records include their promotion and training program for the group from where they were considered.
7. The documents pertaining to veterans and handicapped individuals to be considered for employment opportunity are evaluated only on the information that is relevant to the requirements of the opportunity in issue.
8. The local Department of Labor and other institutions are invited to refer qualified handicapped and qualified disabled veterans for consideration under the Affirmative Action Program.
9. All medical information is maintained on separate medical file and treated as confidential according with the laws and regulations.

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10. Veterans and handicapped employees will be encouraged to take advantage of training opportunities.

11. The University of Puerto Rico at Aguadilla will continue to acquaint employees with the transfer, promotions, layoff and termination process and will make certain that new employees are informed of policies and procedures governing the grievance procedure and the handling of disciplinary actions.

If we determine that modification of personnel procedures is necessary, designing of new procedures will take place.

**ACCOMMODATION**

The University of Puerto Rico is prepared to make reasonable accommodation to the physical and mental limitations of qualified handicapped individuals and disabled veterans unless this create an undue hardship of financial burden on the conduct of the business of endanger safe performance of the job.

1. The University of Puerto Rico at Aguadilla, if required, reviews its procedures with the purpose to ensure the best attention to any handicapped individual and disabled veteran's petition about accommodation within the framework of institutional necessity, financial cost and expenses, and safe job performance.
2. Our employees and applicants are oriented on the basis of accommodation benefits. We send to all our employees an invitation to identify themselves on a voluntary basis about his/her veterans and handicapped condition.
3. As affirmative action, we have made every effort to provide handicapped individuals and disabled veterans barrier-free architecture.
  - a. Special parking spaces have been provided. These spaces have been identified and controlled for use only by persons with physical disabilities. Most of the parking spaces have been located to provide the shortest travel distance to each mayor facility entrance.

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4. The University of Puerto Rico at Aguadilla will continue working to develop projects in benefits to the handicapped persons and disable veterans.

***INTERNAL COMPLAINT PROCEDURE***

The Equal Employment Opportunity Officer is committed to hear the complaints and to recommend the course of action, to the Chancellor. The information about the complaint must be kept confidential and the process should be completed in a reasonable period of time. The University of Puerto Rico encourages any employee or applicant to utilize this internal procedure.

The University of Puerto Rico at Aguadilla recognizes that any employee or applicant who alleges that a violation of this act has occurred may, personally or through an authorized representative, file a written complaint with the Director of the Office of Federal Contract Compliance Program (OFCCP) or the Veterans' Employment Service of the Department of Labor, or his or her designee, at the local state employment office. This complaint must be filed within 180 days of the date of the alleged violation.

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***DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS***

Affirmative action requirements for veterans appear at 41 CFR Part 60-250. Affirmative action practices and requirements for handicapped individuals are described in 41 CFR Part 60-741. Outlined below are the University of Puerto Rico definitions of disabled veterans, veterans of the Vietnam era, other protected veterans, and individuals with handicaps.

1. Special Disabled Veteran

A Special Disabled Veteran is:

- a. A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability:
  - 1) Rated at 30 percent or more, or
  - 2) Rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment handicap, or
- b. A person who was discharged or released from active duty because of a service-connected disability.

2. Veterans of the Vietnam Era

A person who:

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a. served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed:

1) In the Republic of Vietnam between February 28, 1961, and May 7, 1975, or,

2) between August 5, 1964 and May 5, 1975, in all other cases, or

b. was discharged or released from active duty:

1) In the Republic of Vietnam between February 28, 1961, and May 7, 1975, or

2) between August 5, 1964, and May 7, 1975, in any other location.

### 3. Other Protected Veterans

Veterans 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.

### 4. Individuals with Handicaps

The OFCCP Handicap Regulations, 41 CFR 60-741, define an individual with handicaps as any individual who:

- has a physical or mental disability which substantially limits one or more of such person's major life activities,

- 
- has a record of such impairment, or
  - is regarded as having such impairment.

a) “Life activities”

The term “life activities” may be considered to include:

- communication
- walking
- self-care
- socializing
- obtaining education
- obtaining vocational training
- working
- obtaining transportation
- adapting to housing

b) “Substantially limits”

The term “substantially limits” means the degree to which the impairment affects employability.

An individual with handicaps who is likely to experience difficulty in securing, retaining, or advancing in employment is considered substantially limited.

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c) "Has a record of such impairment"

The phrase "has a record of such impairment" includes:

- Individuals who may be completely recovered from previous physical or mental impairments
- Individuals who may have been erroneously classified as handicapped in the past. Such individuals may have experienced discrimination based on misclassification.

d) Is regarded as having such an impairment"

The phrase "is regarded as having such an impairment" refers to individuals who:

- are perceived as having a handicap, whether impairment exists or not.
- are regarded as handicapped by employers, because of attitude or any other reason, where this may have an effect on employment.

e) Types of physical and mental impairments

The more common types of handicaps can be grouped according to five categories, but not limited to these:

- Handicaps related to mental function, intellectual and emotional abilities.

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- mental retardation
  - emotional disorders
  - brain injury
  - Handicaps related to special senses – the functions by which we receive information about the world about us.
    - visual disorders
    - hearing disorders
    - other sensory disorders
  - Handicaps relating to motor functions – the ability to move the arms, legs, head, and trunk.
    - paralysis or weakness
    - spasticity
    - uncoordination
    - apraxia
    - abnormal movement
  - Structural handicaps – affect the structure and function of the body.
    - amputation
    - deformity
    - abdominal size

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- limited range of movement
  - rheumatism
  - Hidden handicaps – not readily apparent to the casual observer.
    - heart disease
    - kidney disorder
    - diabetes
    - epilepsy
    - cancer
    - allergies
    - infections
    - arthritis
    - learning disabilities

Equal employment opportunity for disabled veterans, veterans of the Vietnam era, other protected veterans, and individuals with handicaps requires positive action. Nondiscrimination is the end result of objective and fair employment practice.



***INTERNAL AUDIT AND REPORTING SYSTEM***

The University of Puerto Rico at Aguadilla Internal Audit and Reporting System will consist but will not limit to the following:

1. Record of applicant flow.
2. Report of job offers, promotions, transfers, terminations, layoffs, recalls and rehires.
3. Report concern selection and participation in training programs, recreational and social activities.
4. The Equal Employment Officer will inform management of the progress and effectiveness of the Affirmative Action Plan and submits recommendations for improvement, as necessary, in the problem areas.
5. Where the Affirmative Action Plan is found to be deficient, the University of Puerto Rico at Aguadilla shall undertake necessary action to bring the program into compliance.

***SUPPORTING DOCUMENTS***

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***VETS-100 REPORT***



***STATEMENT OF POLICY***





***INVITATION TO SELF-IDENTIFY***