



Affirmative Action Plan

Veterans and Individuals with Disabilities

INDIANA UNIVERSITY - PURDUE UNIVERSITY

FORT WAYNE

For the Period

October 2016 to September 2017

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I. STATEMENT OF PURPOSE

A. Purpose and Applicability to Veterans and Individuals with Disabilities

Indiana University-Purdue University Fort Wayne (IPFW) receives a portion of the University's federal contracts, and is required by federal law to develop a written affirmative action program for veterans and individuals with disabilities. This program complies with Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Act of 1974 (38 USC 4212), as amended. We believe a complete affirmative action program also includes mechanisms that enable the University to continually monitor and evaluate its employment practices to ensure that they are free from bias and discrimination based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

The purpose of the IPFW Affirmative Action Plan for Veterans and Individuals with Disabilities is to reaffirm the University's continuing commitment to the principles of affirmative action and equal employment opportunity. The plan serves as a working document for reporting academic and staff personnel actions and for distributing information relevant to the development, analysis, enforcement, evaluation, dissemination, and monitoring of the plan and its policies.

B. Invitation to Self-Identify (41 CFR 60-300.42; 41 CFR 60-741.42)

As part of IPFW's affirmative action obligation, the University invites applicants for employment to state whether the applicant believes that s/he is an individual with a Disability and/or a Protected Veteran. After an offer of employment has been made, but before the individual begins working, IPFW again offers the opportunity to state whether the individual believes that s/he is an individual with a Disability and/or a Protected Veteran. Additionally, at five-year intervals, the University invites employees to voluntarily inform IPFW whether the employee believes that s/he is an individual with a Disability. At least once during the intervening years between invitations to self-identify their Disability status, IPFW reminds employees that they may voluntarily update their Disability and/or Veteran status.

All information that IPFW University maintains on self-identification is kept confidential.

1. Reaffirmation of Policy

At its meeting on January 21, 1970, the Board of Trustees reaffirmed and reinforced the general policy of equal opportunity by approving the following statement of policy and responsibility:

The University is committed to maintaining an inclusive community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the

University seeks to develop and nurture diversity. The University believes that variety among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Acts of discrimination against any individual or group are wrong because they foster intolerance, incivility, and intimidation. The University does not condone and will not tolerate discrimination, harassment or intimidation of any individual in the University community for any reason. The University, through its actions, seeks to assure all its members of their rights to protections from the harmful effects of discrimination.

To meet its commitment under federal and state laws, the University also promulgates policies and programs to ensure that all persons have equal access to its educational programs, employment opportunities, facilities, and all other University activities without regard to race, religion, sex, color, national origin, ancestry, disability, status as a Vietnam era veteran, or age. Additionally, the University promotes the full realization of equal employment opportunity through its affirmative action program.

The President of the University is charged with overall responsibility for nondiscrimination and equal opportunity. In furtherance of the University's equal employment opportunity and affirmative action obligations, the President of the University implemented the preceding policy through a number of actions, including issuance of the *Equal Opportunity, Equal Access and Affirmative Action policy* which can be found online at <http://www.purdue.edu/policies/ethics/iic2.html>.

2. Access to the Plan

The University maintains and renews this plan annually. It is available for inspection Monday through Friday from 8:00 a.m. to 5:00 p.m. in Human Resources and Office of Institutional Equity. The plan is also available online at www.ipfw.edu/equity. Questions about the University's Affirmative Action Plan for Veterans and Individuals with Disabilities or about affirmative action may be directed to Human Resources and Office of Institutional Equity at (260) 481-6109.

3. Applicability

This Affirmative Action Plan for Veterans and Individuals with Disabilities applies to the operations of all schools and departments managed on and affiliated with IPFW.

4. Definitions

Active Duty Wartime or Campaign Badge Veteran

Any 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.

Armed Forces Service Medal Veteran

Any 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 (61 FR 1209).

Disability

An individual with a disability is one who has (1) a physical or mental impairment that substantially limits one or more major life activities for such individual; (2) a record of such an impairment; or (3) is regarded as having such an impairment.

This definition does not include individuals: (1) currently engaging in the illegal use of drugs when the University acts on the basis of such use; (2) whose current use of alcohol prevents them from performing the essential functions of the employment position or whose current alcohol abuse would constitute a direct threat to property or to the health or safety of the individual or others; or (3) who currently has a contagious disease or infection that prevents them from performing the essential functions of the employment position, or who, by reason of such disease or infection, would constitute a direct threat to the health or safety of the individual or others. *Exceptions to this definition are found in Section 1630.3 of the Americans with Disabilities Act (ADA).*

Disabled Veteran

A disabled veteran is (1) 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 Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected Disability.

Discrimination

The process of illegally differentiating between people on the basis of group membership rather than on individual merit.

Equal Opportunity Employment

A concept that proclaims the right of each person to apply and be evaluated for employment opportunities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. It guarantees everyone the right to be considered solely on the basis of his/her ability to perform the duties of the job in question, with or without reasonable accommodation(s).

Individual Discrimination

When a person is subjected to unequal treatment on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Other Protected 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.

Qualified Individual with a Disability

A person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation(s), can perform the essential functions of such position.

Protected Veteran

This term includes a ***Disabled Veteran***, a ***Recently Separated Veteran***, an ***Active Duty Wartime or Campaign Badge Veteran***, and ***Armed Forces Service Medal Veteran***.

Reasonable Accommodation

A modification or adjustment to a job, the work environment, or the way a job is usually done that enables a Qualified Individual with a Disability to enjoy an Equal Employment Opportunity.

Recently Separated Veteran

Any veteran who served on active duty in the U.S. military, ground, naval, or air service, during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Systemic Discrimination

Unequal treatment that results from "neutral" institutional practices that continue the effect of past discrimination.

Undue Hardship

An action that requires significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation.

II. IMPLEMENTATION AND RESPONSIBILITY

Ultimate responsibility for compliance with nondiscrimination and affirmative action laws and policies rests with the Board of Trustees, vested in the University's executive officers.

A. Board of Trustees

The University is governed by a ten-member Board of Trustees appointed by the Governor of the State of Indiana. Their charge includes selecting the President of the University, deciding major policies, approving the financial program and budget, approving the President's nominations for major appointments, and approving all construction and major contracts. The Board of Trustees and the President are responsible for all aspects of each campus of the University, including IPFW.

B. Executive Staff, Line Management, and Supervisors

Dr. Vicky L. Carwein, IPFW Chancellor, has full responsibility for the successful implementation of the University's Equal Employment Opportunity policy and Affirmative Action plan, including the plan for Veterans and Individuals with Disabilities for the Fort Wayne campus.

Vice Chancellors and deans are responsible for achieving goals through action-oriented programs within their units, and for integrating equal opportunity and affirmative action principles and objectives into all employment-related decisions within their areas of responsibility. Vice Chancellors and deans (or their designees) are also responsible for reviewing recommendations for hiring, compensation, promotion, transfer or reassignment, and termination to ensure compliance with the University's affirmative action program in both procedure and outcome, and for reviewing the qualifications of applicants and the reasons for selection to ensure that veterans and individuals with disabilities are given full opportunities for hire, compensation, promotion and transfer.

Department heads, directors, and supervisors at each campus are responsible for promoting equal employment opportunity and implementing affirmative action policies. Evaluations of administrators and supervisors include their equal employment opportunity and affirmative action efforts and results.

C. Affirmative Action Officer

Christine M. Marcuccilli, Associate Director, Compliance, Human Resources and Office of Institutional Equity is responsible for developing, coordinating, and maintaining an annual Affirmative Action Plan for Veterans and Individuals with Disabilities for the Fort Wayne campus.

D. Reference to Regulations

This plan is intended to comply fully with all pertinent sections of 41 CFR 60-250.44 – Veterans and 41 CFR 60-741.44 – Individuals with Disabilities, whether or not specifically cited.

III. REVIEW OF PERSONNEL PROCESSES

A. Selection Procedures

Education, skills, and experience specifications have been established for the ranking and referral of applicants with administrative, technical, or service job interests. These specifications are reviewed and used in comparison to each applicant's work experience, skills, and knowledge.

Education of Selection Personnel

Deans, department heads, and other unit managers responsible for making hiring decisions are taught equal employment opportunity requirements in workshops offered by Human Resources and Office of Institutional Equity and the Office of Academic Affairs.

Adherence to Uniform Guidelines on Employee Selection

Human Resources and Office of Office of Institutional Equity adheres to the Uniform Guidelines on Employee Selection in its screening and referral process.

1. Job Requirements and Descriptions

Faculty

Each academic department is responsible for reviewing faculty job specifications for job-relatedness and non-discrimination. The deans and/or department heads create job descriptions for faculty positions. The Human Resources and Office of Institutional Equity reviews these descriptions whenever there is a position vacancy, or when circumstances dictate.

Staff

Human Resources and Office of Institutional Equity reviews all non-faculty position specifications for job-relatedness and non-discrimination on the basis of race, color, religion, national origin, veteran status, disability, age, or sex, except where age or sex is a bona fide occupational qualification. A job description bank is maintained, which lists the requirements for non-faculty position at the University. The Classification and Compensation Administrator reviews these descriptions whenever there is a position vacancy or when other circumstances dictate. In addition, reviews may be requested by a unit supervisor.

2. Referral Procedures

Faculty

After a position has been posted and/or advertised, the credentials of all applicants are referred to the Search and Screen Committee for the position or its hiring supervisor. Search and Screen Committees have access to The Faculty/Librarian Recruitment Manual. In addition, they communicate with Human Resources and Office of Institutional Equity and present their recruitment plan for review.

3. Pre-employment Inquiries

Both Sections 503 and 504 of the Rehabilitation Act of 1973 and the ADA limit the use of pre-employment inquiries and medical examinations. Specifically, any identification of a disability by inquiry or examination during the pre-offer stage, including all job pre-tests, reference checks, interview form/questions, and other information gathering procedures, is prohibited.

4. Screening Procedures

Pre-screening of applicants for staff positions is accomplished by the Talent Acquisition Consultant in Human Resources and Office of Institutional Equity. The pre-screening process is used to verify credentials and determine applicant interest for a particular position. Once the applicant pool is set, the hiring supervisor determines which of the applicants to interview. The pool must be exhausted, with no applicant hired, before another pool is established. Hiring supervisors are encouraged to work with the Talent Acquisition Consultant and Human Resources and Office of Institutional Equity to ensure that employment is based on a fair evaluation of each applicant's qualifications.

B. Recruitment

1. Appropriateness of Outreach

The Human Resources and Office of Institutional Equity are responsible for coordinating advertising activities designed to attract applications for vacant positions and to assure that advertising will reach veterans and individuals with disabilities. Employment opportunities are publicized in a variety of media.

IPFW University employment advertisements and brochures encourage qualified veterans and individuals with disabilities to apply for employment opportunities and clearly indicate that accommodations and physical access will be ensured for everyone. University guidelines for effective recruitment include, but are not limited to, the following:

- Each employing unit must consider an applicant in terms of the essential elements necessary to performing the job competently with or without accommodation(s).
- All applicants, including veterans and individuals with disabilities, who express interest in applying for positions are given the opportunity to request reasonable accommodation/alternative format statements.
- Any determination of disability shall be accorded the confidentiality of other medical data and shall not be used to exclude a qualified individual with a disability.
- Human Resources and Office of Institutional Equity should be consulted to assist in accommodations being considered by the employing unit that involve analyzing and restructuring jobs for qualified applicants with disabilities.

2. *Review of Sources*

Human Resources and Office of Institutional Equity maintains a list of recruitment sources to assist departments in their recruitment efforts and to assure appropriate notice of employment opportunities. Departments, however, are expected to be familiar with the principal sources specific to their particular area of expertise.

C. Education

All educational programs offered through the University are open to participation by veterans and individuals with disabilities. Accommodations are made to support participation by individuals with disabilities.

D. Harassment Prevention and Prohibition against Retaliation

The Anti-Harassment policy (III.C.1) states:

“Harassment in the workplace or educational environment is unacceptable conduct and will not be tolerated.” [Further,] this policy seeks to encourage faculty, staff and students to report and address incidents of Harassment. Retaliation against faculty members, staff members or students for reporting or complaining of Harassment, for assisting or participating in the investigation of a complaint of Harassment, or for enforcing this policy is strictly prohibited.”

All employees bringing complaints alleging discrimination are directed and encouraged to use the procedures established for filing complaints, as modified by the Equal Opportunity, Equal Access and Affirmative Action (III.C.2) policy. At IPFW, the Associate Director, Compliance, Human Resources and Office of Institutional Equity is responsible for overseeing and coordinating the enforcement of policies and procedures that deal with harassment.

Human Resources and Office of Institutional Equity reviews, monitors and responds to complaints or requests for assistance. It pursues any patterns or trends which suggest a need for remedial actions. Past reviews have shown that few such complaints are made by veterans or individuals with disabilities and that there are no patterns requiring special investigation or remedial action.

No complaints of discrimination based on Veterans Status were received the 2015-2016 year.

IV. INTERNAL AND EXTERNAL DISSEMINATION

The University disseminates its equal employment opportunity policy both internally and externally utilizing the following procedures:

A. Internal Dissemination

1. *Published Documents and Postings*

The University's equal employment opportunity/equal access/affirmative action (EO/EA/AA) policy is annually communicated to all employees via distribution of *Fostering Respect, Creating Community*. (<http://www.purdue.edu/policies>) The EO/EA/AA policy is also included in the *Faculty and Staff Handbook*. Equal employment opportunity posters and other required notices are displayed in locations where employment applications are received and on public bulletin boards in every campus building.

2. *Programs and Presentations*

The Associate Director of Compliance, Human Resources and Office of Institutional Equity meets and emphasizes this policy with senior executive staff and in regular meetings with top administrators, deans, department heads, directors of divisions and offices, and other faculty and staff groups.

Human Resources and Office of Institutional Equity informs each department head and each search and screen Committee of their EO/EA/AA responsibilities at the beginning of each search process.

The IPFW Office of Academic Affairs manual, *Faculty/Librarian Recruitment* contains information on equal employment opportunity and affirmative action regulations, policies, and procedures. The IPFW Human Resources and Office of Institutional Equity's manual, *Staff Recruitment and Selection* also contains information on equal employment opportunity and affirmative action regulations, policies, and procedures.

This Affirmative Action Plan for Veterans and Individuals with Disabilities is distributed, reviewed, and discussed as a part of the regular EO/EA/AA process described above and is a part of regular affirmative action education programs presented by Human Resources and Office of Institutional Equity.

The Office of University Relations and Publications ensures that veterans and individuals with disabilities are represented in all advertising and promotional materials. Human Resources and Office of Institutional Equity monitors all other handbooks, policy manuals, and brochures to assure representation.

B. External Dissemination

1. *Advertisements and Notices*

Each advertisement of a vacant position is required to include a statement in clear distinguishable type:

“IPFW is an EEO/AA employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply.”

Human Resources and Office of Institutional Equity, and the Purchasing Department work jointly to approve placement of ads in all newspapers, journals and other professional publications before publication.

In-person applicants are informed of the policy through posters displayed in the reception area of Human Resources and Office of Institutional Equity. The Purchasing Department sends written notification of the policy, including the equal opportunity clause, to all sub-contractors, vendors, and suppliers doing business with the University.

2. *Contract Compliance*

The University informs all contractors, vendors, and suppliers of the Equal Access/Equal Opportunity/Affirmative Action policy and requests appropriate action on their part.

3. *Other Methods*

The Associate Director of Compliance, Human Resources and Office of Institutional Equity and the Director of Services for Students with Disabilities communicate with organizations representing veterans, organizations representing individuals with disabilities, and community agencies and leaders about the Affirmative Action Plan for Veterans and Individuals with Disabilities and the University policies regarding Equal Access/Equal Employment Opportunity/Affirmative Action.

V. INTERNAL AUDIT AND REPORTING SYSTEMS

A. Applicant Tracking for Faculty Vacancies

When there is a vacant faculty or academic position, the department provides the position description, the procedures to be used in screening applicants, the advertising plan, and other relevant information. The information must be reviewed and approved by the dean of the school, the Vice Chancellor for Academic Affairs, and the Human Resources and Office of Institutional Equity before action may be taken by the department.

Once the vacant position has been fully approved, the department can place the ad and begin screening applicants. Part of the information collected is the applicant's e-mail address. The hiring department sends each applicant an e-mail inviting the candidate to complete the online Self-Identification questionnaire. The survey link resides on the Human Resources and Office of Institutional Equity website. Applicants voluntarily respond to the questionnaire. This data is downloaded to supplement the Applicant List provided by the hiring department when they submit a Request to Interview. The dean of the school, the Vice Chancellor for Academic Affairs, and Human Resources and Office of Institutional Equity must approve requests for interviews and requests for offers before the department can take action.

In addition to requiring full documentation of the hiring process, the procedures allow for the dean of the school, the Vice Chancellor for Academic Affairs, and Human Resources and Office of Institutional Equity to review each individual employment search, and where appropriate, intervene to ensure equal opportunity and affirmative action on the part of hiring officials. When the applicant pool contains qualified women or minority candidates whom the department does not initially indicate will be interviewed, the school may be contacted to request that a second review be conducted of candidate(s) materials, plus a justification for the interview decision.

B. Human Resources Management System (Taleo) for Staff Vacancies

For staff vacancies, IPFW uses Taleo as the applicant tracking system. This system allows the Talent Acquisition Specialist to maintain and have accurate and up-to-date records on all recruitment activity. The system tracks each stage in the hiring process for every applicant, and provides the Talent Acquisition Specialist the opportunity to match each applicant to particular vacancies for which he/she wishes to be considered. This provides IPFW the ability to analyze and monitor selection decisions.

To apply for a job on the IPFW campus, interested applicants log onto the system and fill out an online applicant profile, which includes their education, experience, and demographic information. Applicants can browse the available positions and select those of interest. Individuals are able to apply from home, the public library, or from any computer connected to the Internet at any time, day or night. All non-instructional staff classifications use this system.

The Talent Acquisition Specialist reviews applicant credentials, and refer those qualified to the hiring department. The department then reviews credentials, and selects the individuals they wish to interview or pursue further. The disposition of each applicant is captured by the system and provides the basis for analyzing results, including impact ratio analyses by Human Resources and Office of Institutional Equity.

C. Data Collection and Analysis

Protected Veterans

IPFW has chosen to adopt OFCCP’s current 7% hiring benchmark goal for Protected Veterans as opposed to calculating our own percentage goal. OFCCP’s 7% benchmark is not a quota that IPFW must meet, nor is it intended to represent a floor or ceiling for the University’s recruitment of qualified Protected Veterans. IPFW will document the following computations or comparisons pertaining to staff applicants and hires on an annual basis and maintain them for a period of three (3) years:

1. The total number of applicants for staff jobs;
2. The number of applicants who self-identified as Protected Veterans or who are otherwise known as Protected Veterans;
3. Total number of hires;
4. Number of Protected Veteran applicants hired;
5. Total workforce; and
6. Total employees who identify as protected Veteran

Analysis of Protected Veterans Data		
Applicants	Total	%
Total Applicants	3,307	
Protected Veteran	2	.06%
Hires	Total	%
Total Hires	123	
Protected Veteran Hires	2	1.63%
Workforce		
Total Workforce	1614	
Total Protected Veteran Employees	69	4.28%

Individuals with Disabilities

IPFW maintains data regarding the recruitment and hiring of individuals who self-identify as individuals with Disabilities. This data is used to evaluate the representation of individuals with Disabilities in the University’s workforce. These figures are not a quota that the university must meet, nor are these figures intended to represent a floor or ceiling for the employment of Qualified Individuals with Disabilities. IPFW will document the following computations or comparisons pertaining to staff applicants and hires on an annual basis and maintain them for a period of three (3) years:

1. The total number of applicants for jobs;
2. The number of applicants who self-identified as Individual with Disability (IWD);
3. Total number of hires;
4. Number of applicants with disability hired;
5. Total workforce; and
6. Total employees who identify as Individual With a Disability

Analysis of (IWD) 503 AAP Data		
Applicants	Total	%
Total Applicants	3,307	
IWD Applicants	200	6.05%
Hires	Total	%
Total Hires	123	
IWD Hires	7	5.69%
Workforce		
Total Workforce	1614	
Total Protected Veteran Employees	34	2.11%

D. Veterans’ Employment Reports

The Veterans’ Employment Report (VETS-4212) is completed annually. The most recent VETS-4212 report is in Appendix A.

APPENDIX A: VETS-4212 EMPLOYMENT REPORT

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-4212

OMB NO: 1293-0005

Expires: 11/30/2017

Persons are not required to respond to this collection of information unless it displays a valid OMB number. It is mandatory for a covered Federal contractor respond to this information collection. See 38 U.S.C. § 4212(d) and "Who Must File" section of instructions.

RETURN COMPLETED REPORT TO:

VETS-4212 Submission
 VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
 Service Center

In care of: Department of Labor National Contact Center (DOL-NCC)
 15000 Conference Center Drive, Suite B0132
 Chantilly, VA 20151

ATTN: Human Resource/EEO Department

TYPE OF REPORTING ORGANIZATION (Check one or both, as applicable) <input checked="" type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	TYPE OF FORM (Check only one) <input type="checkbox"/> Single Establishment <input checked="" type="checkbox"/> Multiple Establishment-Headquarters <input checked="" type="checkbox"/> Multiple Establishment-Hiring Location <input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) (MSC)
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COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No: T131942		TWELVE MONTH PERIOD ENDING		0	8	3	0	2	0	1	6
				M	M	D	D	Y	Y	Y	Y
NAME OF PARENT COMPANY: Purdue University		ADDRESS (NUMBER AND STREET): 155 S. Grant Street									
CITY: West Lafayette		COUNTY: Tippecanoe			STATE: IN		ZIP CODE: 47907				
NAME OF COMPANY CONTACT: Alison Vierk		TELEPHONE FOR CONTACT: 7654962974				EMAIL: avierk@purdue.edu					

NAME OF HIRING LOCATION: Purdue University - Fort Wayne Campus		ADDRESS (NUMBER AND STREET): 2101 Coliseum Blvd East									
CITY: Fort Wayne		COUNTY: Allen			STATE: IN		ZIP CODE: 46805				

NAICS:	0	0	6	1	1	3	DUNS:	0	7	-	2	0	5	-	1	3	9	4	EMPLOYER ID (IRS TAX No.):	3	5	-	6	0	0	2	0	4	1
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INFORMATION ON EMPLOYEES

REPORT THE TOTAL NUMBER OF EMPLOYEES AND NEW HIRES WHO ARE PROTECTED VETERANS, AS DEFINED IN THE INSTRUCTIONS. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN A AND B, LINES 1.1 THROUGH 9. DATA FOR NEW HIRES ARE ENTERED IN COLUMNS C AND D. LINE 10 IS TOTAL OF EACH COLUMN. ENTRIES IN COLUMNS C AND D, LINES 1.1 THROUGH 9 (GRAY SHADED AREAS) ARE OPTIONAL. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES.

JOB CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)	
	PROTECTED VETERANS (A)	TOTAL EMPLOYEES (B)	PROTECTED VETERANS (C)	TOTAL NEW HIRES (D)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1.1	1	44	0	5
FIRST/MID LEVEL OFFICIALS AND MANAGERS 1.2	3	50	0	2
PROFESSIONALS 2	4	523	0	35
TECHNICIANS 3	7	96	0	11
SALES WORKERS 4	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS 5	2	159	0	17
CRAFT WORKERS 6	2	31	0	2
OPERATIVES 7	0	0	0	0
LABORERS/HELPERS 8	0	0	0	0
SERVICE WORKERS 9	5	78	2	16
TOTAL EMPLOYEES 10	24	981	2	88

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
981	942

APPENDIX B: Web Addresses

- The Nondiscrimination Policy Statement *Equal Opportunity, Equal Access and Affirmative Action policy* can be found online at <http://www.purdue.edu/policies/ethics/iic2.html>.
- The “Procedures for Resolving Complaints of Discrimination and Harassment” is available online at <http://www.purdue.edu/ethics/resolvingcomplaints.html>.
- The faculty and staff handbook is online at http://www.purdue.edu/faculty_staff_handbook/.
- The Anti-Harassment policy (III.C.1) is available online at <http://www.purdue.edu/policies/ethics/iic1.html>.