



## **POLICY ON THE EMPLOYMENT OF DISABLED INDIVIDUALS**

### **BACKGROUND**

Section 503 of the Rehabilitation Act of 1973 prohibits job discrimination because of physical or mental handicap and requires employers to take affirmative action to employ and advance in employment qualified handicapped persons. Section 504 of the act prohibits discrimination on the basis of physical or mental handicap in federally assisted programs or activities. In addition, Title I of the Americans with Disabilities Act of 1990, which became effective on July 26, 1992, protects qualified individuals with disabilities from discrimination in employment on the basis of their disability.

In response to both of these acts and the Research Foundation's commitment to equal employment opportunity, the Foundation adopted an affirmative action plan for the employment of disabled individuals. This plan supports the law which provides that qualified disabled individuals should be given every opportunity for employment, training, and promotion commensurate with their ability and qualifications to perform the specific jobs for which they may be considered. Further, the Foundation demonstrates this commitment through outreach programs and positive recruitment activities as reflected in our affirmative action plan.

If you wish to review the portion of the affirmative action plan covering the employment of disabled individuals, contact the affirmative action office at your location.

### **DEFINITIONS**

According to the Americans with Disabilities Act of 1990, a *disabled individual* is "one who has a physical or mental impairment that substantially limits one or more of an individual's major life activities; or refers to an individual having a record of such an impairment; or refers to an individual who is regarded as having such an impairment."

- *Physical impairment* is defined as "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine."
- *Mental impairment* is defined as "any mental or physiological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities."
- *Major life activities* means such functions as caring for oneself, performing basic manual tasks, walking, seeing, hearing, speaking, breathing, learning, and



working. Other major life activities include, but are not limited to, sitting, standing, lifting, and reaching.

- *A record of such an impairment* means a history (accurate or not) of having a mental or physical impairment that substantially limits one or more major life activities.

## **POLICY**

The Research Foundation will ensure that no otherwise-qualified disabled individuals shall, solely by reason of their disability, be excluded from applying for Research Foundation employment or be subject to discrimination if employed by the Foundation.

The Research Foundation will employ, advance in employment, and otherwise treat disabled individuals without discrimination based upon their disability in all employment practices. These employment practices include, but are not limited to, advertising, recruitment, promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.

## **SELF-IDENTIFICATION**

If, as an applicant for employment or current employee, you believe yourself to be covered by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and you wish to benefit under the Research Foundation Affirmative Action Program, you are invited to identify yourself as noted on the Foundation's Application Form, or you may complete Form F172, "Self-Identification of Disabled Individuals." This form can be obtained from your location's personnel office.

## **COMPLAINT PROCEDURES**

The Research Foundation has established two complaint procedures: one for solving problems that arise in the workplace and one for resolving allegations of discrimination. If, as a disabled individual, you feel that the policy regarding your employment has been violated, you should contact your supervisor or the affirmative action officer at your location and obtain a copy of the appropriate complaint procedure.