



# Affirmative Action Plan

for Minorities & Women • Jan. 1, 2013-Dec. 31, 2013



**UofA**

**DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION**

*University of Arkansas System*

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## Preface

The University of Arkansas Division of Agriculture (also referred to as the Division) is fully committed to the concept and practice of equal employment opportunity and affirmative action in all aspects of employment.

In the preparation of this AAP, the Division has used the terminology used in E.O. 11246 and its implementing regulations as a guide. Therefore, the use of such terms as “underutilization,” “deficiency,” “concentration,” “affected class,” “goal,” “problem area,” etc. should not be construed as an admission by the Division, in whole or in part, that any problem exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the Division in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the Division, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the Division has been guided by its established policy of providing equal employment opportunity. Any placement goals that the Division has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the Division are made based on job-related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the Division firmly believes in wide dissemination of its affirmative action policies and equal opportunity practices, this AAP contains certain proprietary information relating to Division’s business that must be kept confidential. The material set forth in this AAP is deemed to include personnel files, investigatory records, trade secrets, confidential information, confidential statistical data, within the meaning of the Freedom of Information Act (5 U.S.C § 552). Therefore, the AAP contains information protected from disclosure by Office of Federal Contract Compliance Programs pursuant to 18 U.S.C. § 1905, Title VII of the Civil Rights Act of 1964 (as amended) (42 U.S.C. §§ 2000 et seq.), and the Trade Secrets Act (18 U.S.C § 1905 and 44 U.S.C. § 3508), the disclosure of which is prohibited by law.

This AAP does not constitute an express or implied contract between the Division and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against the University of Arkansas Division of Agriculture.

## **Introduction**

In 1871, the University of Arkansas was founded as the land-grant institution under the Morrill Act of 1862 for the State of Arkansas. In 1959, the University of Arkansas Division of Agriculture was created as a statewide, system-level entity to administer agricultural teaching, research and extension programs. The Division includes the Agricultural Experiment Station, which is the state's primary research agency for agriculture and related areas, and the Cooperative Extension Service, which delivers information and technology to the public.

The Division's primary mission is helping producers and processors of food, fiber and alternative fuels access and use appropriate technologies. The statewide infrastructure also supports a broader mission that impacts people in all walks of life. These areas include food safety and security, health and nutrition, natural resource conservation, and 4-H and other programs serving youth, families and communities.

Ever committed to affirmative action, the University of Arkansas Division of Agriculture has prepared this AAP to cover employees reporting to and/or working in the State of Arkansas.

As detailed in the Job Group Analysis, this AAP covers 1217 employees including 213 (17.5%) minorities and 639 (52.51%) women. It is expected that these employees will help us to reach mutual goals of profitability and efficiency, resulting in both business and personal growth. As described in detail in the Plan that follows, the management of University of Arkansas Division of Agriculture has a continuing commitment to the practice and implemented action of this AAP.

## **Responsibility for Implementation**

### **41 C.F.R. 60-2.17**

Dr. Mark J. Cochran, Vice President for Agriculture, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. The Division has assigned primary management responsibility for ensuring full compliance with the plan to Barbara A. Batiste, Affirmative Action Officer for the Division.

The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The Vice President for Agriculture actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on the Division's Equal Employment Opportunity Policy and AAP.

1. The duties of the Affirmative Action Officer include:
  - A. Developing, maintaining and when needed, modifying the Division's AAP to ensure compliance with the law.
  - B. Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
  - C. Assisting department heads, directors, managers, and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
  - D. Designing and implementing the monitoring and reporting methods that will continuously:
    - Measure the effectiveness of the Division's equal employment and AAP.
    - Indicate any need for remedial action.
    - Determine the degree to which the Division's placement goals and objectives are being attained.
    - Provide management with a working understanding of the Division's AAP placement goals and objectives.
  - E. Meeting with administration, department heads, managers, supervisors, and employees to assure that the company's EEO policies are being followed.
  - F. Serving as a liaison between the Division and enforcement agencies.
  - G. Serving as a liaison between the Division and appropriate minority and women's organizations, and community action groups concerned with employment opportunities of minorities and women.

- H. Making contact with predominantly female and minority high schools, colleges, and technical schools in the area as needed.
  - I. Keeping management informed of developments in the equal employment opportunity and affirmative action area.
  - J. Conducting a periodic audit to ensure that the Division complies in the following ways:
    - i. EEO posters are properly displayed.
    - ii. All employees are afforded the opportunity and are encouraged to participate in all Division-sponsored educational, training, recreation, and social activities.
2. The Division recognizes that the cooperation of administration, department heads, supervisors and managers is required to reach the full potential of this AAP. Therefore, such employees are expected to:
- A. Assist the Affirmative Action Officer in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity
  - B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
  - C. Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
  - D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
  - E. Provide career counseling for employees as needed.
  - F. Adhere to the Division's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
  - G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the Division's affirmative action efforts.

## **Organizational Profile**

### **41 C.F.R. 60-2.11**

As one of the diagnostic components of the University of Arkansas Division of Agriculture's AAP and to conform to applicable regulations, the Division has completed a profile of the workforce at the State of Arkansas establishment. The organizational profile is an overview of the staffing patterns at this establishment and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the Workforce Analysis methodology.

The following charts set forth our Workforce Analysis. The analysis identifies the departments within the Division and for each department lists all job titles from the lowest paid to the highest paid. For each job title, we provide the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents by racial/ethnic group.

## **Job Group Analysis**

### **41 C.F.R. 60-2.12**

As the second diagnostic component of our AAP we have conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimate of the available qualified minorities and women who could be employed by the University of Arkansas Division of Agriculture in positions covered by this AAP.

In designing our job groups we considered the following elements:

- Similarity of duties and responsibilities;
- Similarity of compensation, and
- Similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, we also attempted to create job groups that are large enough to conduct appropriate analysis.

The following charts identify the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

## **Availability Analysis** **41 C.F.R. 60-2.14**

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis – the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of Division's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the 2006-2010 American Community Survey data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighing the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group follows:

### **1A – Executive Management**

Factor 1: *United States* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 1A – Executive Management. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 2A, 3A* – This pool of feeder positions for job group 1A – Executive Management was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **1B – Mid-Level Management (LRSO)**

Factor 1: *Arkansas 40%; Fayetteville-Springdale-Rogers, AR-MO; Metropolitan Statistical Area 20%; Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 20%; Memphis, TN-MS-AR Metropolitan Statistical Area 10%; Pine Bluff, AR Metropolitan Statistical Area 10%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 1B – Mid-Level Management (LRSO). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 1C* – This pool of feeder positions for job group 1B - 1 was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **1C – First Level Management (LRSO)**

Factor 1: *Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 50%; Pine Bluff, AR Metropolitan Statistical Area 50%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 1C – First Level Management (LRSO). This

area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 3D* – This pool of feeder positions for job group 1C – First Level Management was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **1D – Mid-Level Management (Fayetteville)**

Factor 1: *Arkansas 40%; Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area 20%; Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 20%; Memphis, TN-MS-AR Metropolitan Statistical Area 10%; Pine Bluff, AR Metropolitan Statistical Area 10%*– This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 1D – Mid-Level Management (Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 3E* – This pool of feeder positions for job group 1D – Mid-Level Management (Fayetteville) was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2A – Faculty (Professor)**

Factor 1: *US PhD Grads 2006-2009 – NORC Survey* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 2A - 2. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 2B* – This pool of feeder positions for job group 2A-Faculty (Professor) was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2B – Faculty (Assoc. Prof.)**

Factor 1: *US PhD Grads 2006-2009 – NORC Survey*– This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 2B – Faculty (Assoc. Prof.). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 2C* – This pool of feeder positions for job group 2B-Faculty (Assoc. Prof.) was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2C – Faculty (Asst. Prof.)**

Factor 1: *US PhD Grads 2006-2009 – NORC Survey* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 2C – Faculty (Asst. Prof.). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations –2D* – This pool of feeder positions for job group 2B-Faculty (Asst. Prof.) was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **2D – Faculty (Instructor)**

Factor 1: *U.S.* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 2D –Faculty (Instructor). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

### **3A – Professional (Agents)**

Factor 1: *County Agent* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3A – Professional (Agents). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* 3B – This pool of feeder positions for job group 3A – Professional (Agents) was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3B – Professional (Program Associates)**

Factor 1: *Arkansas* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3B - Professional (Program Associates). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* 3A, 3C – This pool of feeder positions for job group 3B - Professional (Program Associates) was chosen based on reasonable paths of progression within the Division and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3C – Professional (Program Technicians)**

Factor 1: *Arkansas* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3C – Professional (Program Technicians). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

### **3D – Professional (Support-LRSO)**

Factor 1: *LRSO* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3D – Professional (Support-LRSO). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

### **3E – Professional (Support-Fayetteville)**

Factor 1: *Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3E – Professional (Support-Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

### **3F – Post-Doctoral Associate**

Factor 1: *US PhD Grads 2006-2009 NORC – Survey* - This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3F Post-Doctoral Associate. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* There are no feeder positions for this job group.

### **3G – Professional (Support-Fayetteville)**

Factor 1: *US PhD Grads 2006-2009 NORC – Survey* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 3G Professional Support-Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* There are no feeder positions for this job group.

#### **4A – Secretarial/Clerical (LRSO)**

Factor 1: *Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 50%; Pine Bluff, AR Metropolitan Statistical Area 50%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 4A - Secretarial/Clerical (LRSO). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

#### **4B - Secretarial/Clerical (Delta)**

Factor 1: *Mississippi+Poinsett, AR 13.64%; Arkansas (county)+Monroe+Phillips+Prairie, AR 9.1%; Clay+Greene, AR 9.09%; Craighead, AR 9.09%; Crittenden, AR 9.09%; Independence+Jackson+Woodruff, AR 9.09%; Jefferson, AR 9.09%; Jonesboro, AR Metropolitan Statistical Area 9.09%; Lonoke, AR 9.09%; Southeast Arkansas, AR 9.09%; Cross+Lee+St. Francis, AR 4.55%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 4B - Secretarial/Clerical (Delta). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

#### **4C - Secretarial/Clerical (Ouachita)**

Factor 1: *Bradley+Calhoun+Cleveland+Union, AR 13.4%; Garland, AR 10%; Hempstead+Howard+Nevada+Pike, AR 10%; Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 10%; Pulaski, AR 10%; Saline, AR 10%; Texarkana, TX-Texarkana, AR Metropolitan Statistical Area 10%; Clark+Dallas+Ouachita, AR 8.3%; Grant+Hot Spring, AR 8.3%; Columbia+Lafayette+Miller, AR 5%; Southeast Arkansas, AR 5%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 4C - Secretarial/Clerical (Ouachita). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

#### **4D - Secretarial/Clerical (Ozark)**

Factor 1: *Conway+Pope, AR 11.54%; Baxter+Marion, AR 7.72%; Benton, AR 7.69%; Boone+Carroll+Madison, AR 7.69%; Crawford, AR 7.69%; Faulkner, AR 7.69%; Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area 7.69%; Franklin+Johnson+Logan, AR 7.69%; Sebastian, AR 7.69%; Sharp and Nearby Counties, AR 7.69%; Van Buren and Nearby Counties, AR 7.69%; Washington, AR 7.69%; Montgomery+Perry+Scott+Yell, AR 3.85%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 4D - Secretarial/Clerical (Ozark). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

#### **4E - Secretarial/Clerical (Fayetteville)**

Factor 1: *Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area*– This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 4E - Secretarial/Clerical (Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

#### **5A – Technician/Para-Professional (LRSO)**

Factor 1: *Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 50%; Pine Bluff, AR Metropolitan Statistical Area 50%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 5A - Technician/Para-Professional (LRSO). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

**5B – Technician/Para-Professional (Fayetteville)**

Factor 1: *Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 5B - Technician/Para-Professional (Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

**6A – Skilled Craft (LRSO)**

Factor 1: *Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 50%; Pine Bluff, AR Metropolitan Statistical Area 50%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 6A – Skilled Craft (LRSO). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

**6B – Skilled Craft (Fayetteville)**

Factor 1: *Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 6B – Skilled Craft (Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

**7A – Service Maintenance (LRSO)**

Factor 1: *Little Rock-North Little Rock-Conway, AR Metropolitan Statistical Area 50%; Pine Bluff, AR Metropolitan Statistical Area 50%* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 7A - Service Maintenance (LRSO). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

**7B – Service Maintenance (Fayetteville)**

Factor 1: *Fayetteville-Springdale-Rogers, AR-MO Metropolitan Statistical Area* – This is the geographical area from which the Division usually seeks or reasonably would seek workers to fill positions in job group 7B - Service Maintenance (Fayetteville). This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* – There are no feeder positions for this job group.

**Comparison of Incumbency vs. Estimated Availability**  
**41 C.F.R. 60-2.15**

The University of Arkansas Division of Agriculture has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the Division conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two standard deviation test, the Division applied that methodology. Where the use of the two standard deviation test was not appropriate, the Division used the exact binomial methodology. The comparison of availability with actual representation follows:

## **Placement Goals** **41 C.F.R. 60-2.16**

As required by applicable regulations, the University of Arkansas Division of Agriculture has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, we applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the Division established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the Division makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Division to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.
6. The placement goals established in this AAP may reflect the Division's publicly announced permissible preference for American Indians living on or near an Indian reservation.

As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the Division will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

## **Identification of Problem Areas by Organizational Unit and Job Group** **41 C.F.R. 60-2.17(b)**

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

### 1. Composition of the Workforce by Organizational Unit

Of the 144 departments in this AAP, 61 or 42.36% include minorities, and 139 or 96.53% include females. Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit. This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

### 2. Composition of the Workforce by Job Group

Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP) regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

- A. Our analysis indicates that, for minorities, incumbency is less than availability by a statistically significant amount in the following job groups: 2A, 3A, 3E, 4D, and 7B.
- B. Our analysis indicates that, for women, incumbency is less than availability by a statistically significant amount in the following job groups: 2B, 2C, and 7B.
- C. The Division has established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.

### 3. Analysis of Progress Toward Prior Year Goals

In establishing placement goals, the following principles apply:

- A. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the Division has established an annual percentage placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- B. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.

- C. In all employment decisions, the Division makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- D. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- E. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Division to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

A review of progress and goal attainment by job group for the period from January 01, 2012 to December 31, 2012 reveals the following:

#### 4. Personnel Activity

The Division has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

##### A. Applicant Flow

During the plan year, January 01, 2012 to December 31, 2012, the Division posted the majority of all open positions on the Division's Online Employment Website. The Human Resources Departments accepted applications for open positions, and all persons interested in obtaining employment with the Division were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

The Division believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority applicants compares very favorably with the general availability in the respective categories. Clearly the Division's success in implementing and communicating affirmative action and outreach efforts is demonstrated by these statistics.

The following reports summarize applicant flow by job group.

## B. Hires

The Human Resources Departments develop all procedures and all hiring at the Division is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

- i. Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
- ii. Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that the Division is an Equal Opportunity/Affirmative Action Employer.
- iii. A company representative who is briefed in the law with regard to Equal Employment Opportunity/Affirmative Action conducts assists with interviews or provides such written information.
- iv. All employees are encouraged to refer qualified applicants to the Division for employment. In addition, the Division has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
- v. Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 159 new employees hired during the period from January 01, 2012 to December 31, 2012 including 44 minorities at 27.67% and 93 women at 58.49%. The following report summarizes hiring activity by job group:

### C. Promotion Practices

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female employees. Promotion practices are not problem areas for minorities and women in any job group. Our analysis reveals that neither minorities nor women are being treated disparately in promotions because:

- i. The Division provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
- ii. Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within the Division.
- iii. Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
- iv. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.
- v. Our program of career development enables all employees to designate career paths and positions for which they wish to be considered.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees. A summary of promotion actions for the years is included on the following page:

#### D. Compensation Systems

As part of its affirmative action obligations, the Division has conducted a compensation analysis to determine whether there are pay disparities on the basis of gender, race, or ethnicity. According to our analysis, we have not identified any significant problem areas. If the Division discovers significant salary differences between men and women or non-minorities and minorities, it will determine whether they are the result of legitimate, nondiscriminatory factors such as tenure, time in job, time in grade, performance, education, previous experience, etc. Where appropriate, the Division will take all reasonable and immediate steps to make any necessary adjustments.

#### E. Terminations

The Division has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the Division makes its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

A report summarizing terminations by job group follows:

## F. Technical Phases of Compliance

Our analysis of the technical phases of compliance reveals that the Division fully complies with all the technical phases of its affirmative action obligations:

Equal Employment Opportunity posters are prominently displayed in each Division location:

- i. The Division notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- ii. The Division requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- iii. The Division's employment application has a statement concerning Equal Employment Opportunity.
- iv. All recruitment agencies and area schools and colleges will continue to be notified of the Division's commitment to the goals of affirmative action.
- v. All recruitment advertising includes the solicitation "Affirmative Action/ Equal Opportunity Employer" or its abbreviation.
- vi. All other required affirmative action notices and policy statements are posted on Division bulletin boards and are updated annually.
- vii. All personnel and employment records made or kept by the Division are retained for the required period as mandated by OFCCP regulations.
- viii. The Division files annual EEO-1 and VETS-100A reports with the appropriate agencies.

## **Development and Implementation of Action Oriented Programs**

### **41 C.F.R. 60-2.17**

The Division has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

1. The Division has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions. Due to the use of a position description format, they are and will continue to be consistent for the same position from one organizational unit to another.
2. Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
3. Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
4. The Division has carefully evaluated the total selection process and found it to be free from discrimination.
  - A. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
  - B. Application forms do not contain questions with potential discriminatory effects.
  - C. The Division does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.
5. The Division has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
  - A. Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
  - B. The Division provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, Division rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action compliance.
  - C. Local organizations will continue to be contacted for referrals of potential minority and female employees.

- D. The Division utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.
  - E. Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities and women:
    - i. Where placement goals exist as defined by the OFCCP, we will continue to contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. We will advise these institutions of our desire to fill job openings in these classifications with minority and female employees. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.
  - F. We will continue to contact our normal sources of recruitment (e.g., State Employment) and advise them that under the AAP we are specifically seeking to employ minorities and/or women for job openings. During the period from January 01, 2012 to December 31, 2012, targeted recruitment activities were conducted at the following sources:
    - \* Continue to include phrase "Affirmative Action/Equal Opportunity Employer" on all printed employment advertisements;
    - \* Place employment advertisements, when appropriate, in local minority news media and women interest media;
    - \* Disseminate information on job opportunities to organizations representing minorities and women;
    - \* Depicting minorities and females in Division brochures and newsletters; and,
    - \* Ensuring that all employees are given equal opportunity for promotion and that training programs are readily available to minorities and females within the organization.
6. The Division has implemented the following programs and procedures to ensure that minority and female employees are given equal opportunities for promotion:
- A. On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher-level jobs. In addition, a tuition reimbursement benefit is also available to all qualified employees.
  - B. The Division utilizes a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation.
  - C. Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
  - D. Seniority practices are not a problem since the Division has no formal seniority system. Promotions are based on merit selection principles.

- E. We will continue to make opportunities for advancement into more stimulating positions widely known through our career development process and by encouraging minorities and women to take advantage of these opportunities.
- F. Special internal training programs are provided as necessary to ensure the achievement of our placement goals.

Programs are offered to eligible employees without regard to race, color, religion, sex, age, disability, veteran status, national origin or any other characteristic protected by applicable law.

- G. We will continue to participate in targeted external training programs.

## **Internal Audit and Reporting System**

### **41 C.F.R. 60-2.17**

The Division has developed and implemented an auditing system that periodically measures the effectiveness of its total AAP. The Division views the activities that are listed below as critical to the success of the AAP.

1. The Affirmative Action Officer will continue to monitor records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to ensure that the Division's non-discriminatory policy is carried out. Procedures are reviewed and revised as problems are identified.
2. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
3. The Division recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.
4. The Affirmative Action Officer will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
5. The Division will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
6. Progress on the Division's AAP will be discussed at supervisor meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
7. The Affirmative Action Officer will periodically report to the Vice President for Agriculture of the Division and other appropriate top management on the effectiveness of the program and will submit recommendations for improvement.

## Conclusion

The AAP Year, January 1, 2012 through December 31, 2012, shows a continued commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both corporate and employee success.

Through its Affirmative Action Officer, Barbara A Batiste, the Division will continue to communicate its policies, both within the organization and to the community in which we work. The Vice President for Agriculture affords the Affirmative Action Officer full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of University of Arkansas Division of Agriculture's most recent Plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed eight areas in which the difference between incumbency versus estimated availability was statistically significant, showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population. Nonetheless, the Division expects to continue its successful outreach efforts and to ensure that all applicants and employees are treated fairly, based on job-related criteria and without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

The Division is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

Finally, it should be noted that the Division's thorough analysis of its workforce reveals that University of Arkansas Division of Agriculture is in full compliance with sex discrimination guidelines and that there is no evidence of discrimination in any form against female employees. As outlined in this AAP, the University of Arkansas Division of Agriculture is ready and willing to make affirmative action both a commitment and a continued reality.

## APPENDIX

### **Affirmative Action Oversight – Search Committee, Recruitment and Selection**

#### **A. Search Committees**

Search Committees may be appointed for filling the following positions: Academic Faculty, Administrators, and District Administrators. Committees may also be formed with the approval of the appropriate Associate Vice President for Agriculture. (Please note if the position is with Extension (CES), must be approved by Associate Vice-President-Extension; if the position is Research (AES), must be approved by the Associate Vice-President-Research.)

The Unit/Department Head must forward to the appropriate Associate Vice President for Agriculture the names of the members to serve on the committee. The Associate Vice President must approve of the committee members and will name the committee chair. The Associate Vice President will forward the names of the committee members to the Division's Office of Affirmative Action for approval. The Division's Office of Affirmative Action will ensure that membership of the committee will be representative of racial-ethnic groups, males and females, and the organizational units having contact with the position being filled.

Once the Division's Office of Affirmative Action approves of the committee, the Associate Vice President for Agriculture will send letters of appointment to each committee member. A quorum of 80 percent of the membership must be present for any committee meeting to be held. The committee will review employment application documents through the online employment system (if applicable) and will recommend at least three candidates, unranked, to the appropriate administrator.

After the committee completes its action, all committee deliberation documents are submitted to AA/EEO for review and subsequent filing in the Human Resources/Personnel Office.

#### **B. Pre-Advertising Review**

The Division has established procedures to ensure affirmative action oversight/review in regards to the recruitment and selection of employees. All job announcements, both classified and non-classified, will be reviewed by the Division's Office of Affirmative Action. If the job is within a job group that has been identified with placement goals for affirmative action efforts, the Office of Affirmative Action will notify Human Resources or the department or hiring unit to list the job announcement in various minority or women publications, electronic bulletin boards, professional journals, etc., such as Diverse Online, Hispanic Women's Organization, and the National Black MBA Association.

### Internal Waiver

The Division is committed to taking affirmative action to insure equal opportunity to all applicants, and as a general practice, will post and advertise all positions. However, in exceptional circumstances, a current employee may be promoted to a vacant position of higher authority without a search as specified in this plan under the following conditions: (1) the employee must meet the minimum qualifications for the position to which a promotion is sought; (2) the department head must certify that the best interest of the department will be served by the promotion of the employee in question; (3) the appropriate Associate Vice-President, in consultation with the Office of Affirmative Action, must certify that the best interest of the unit or department and the Division will be served by the promotion of the employee in question.

To request an internal waiver, a department or unit head must submit a letter to the Personnel Officer (AES) or the Director of Human Resources (CES) requesting the promotion; a resume of the employee; and the position description for the position in which the employee will be promoted, along with the proposed salary.

### **C. Pre-Interview Review**

Although a department or hiring unit is responsible for the screening of applications and selection of candidates for interviews, the department or hiring unit may not interview candidates for any position without the prior approval of the Office of Affirmative Action. The pre-interview review is an examination of data submitted by the applicants to ensure that the exclusion of a protected class applicant can be justified on the basis of the advertised qualifications. The Office of Affirmative Action will review the pool of applicants, and if there are no concerns regarding the exclusion of protected class applicants from the interview list, the Office of Affirmative Action will approve the interview list. If there are concerns regarding the exclusion of protected class applicants from the interview list, the Office of Affirmative Action will contact the department or unit to provide additional documentation to justify the exclusion of the protected class applicants from the list of proposed interviewees. If the Office of Affirmative Action determines the exclusion of a protected class applicant is not justified, then the protected class applicants will be added to the interview list.

### **D. Pre-Offer Review**

This stage is the final stage of the affirmative action review process in the recruitment and selection process. The purpose of this review is: 1) ensure the selected candidate for the position has been evaluated and meets the basic and desirable qualifications for the position, making sure that all candidates selected for interviews were evaluated in the same manner; and 2) the offer to the candidate has been reviewed and such terms and conditions of employment, such as salary, are in equity.

The department or hiring unit will forward the selected applicant's documents to the Office of Affirmative Action for review. The department or hiring unit will submit a narration that will discuss the selection reasons or justification for hire of the selected candidate, along with a proposed salary offer. If the Office of Affirmative Action does not have any concerns regarding the selected candidate or the proposed salary, then the Office of Affirmative Action will approve

the selection. However, if there are concerns with the non-selection of a member of a protected class or inequitable salary, the Affirmative Action/Civil Rights Compliance Officer will contact the department or hiring unit, along with the Associate Vice President, if necessary, to resolve the concerns.

## EXHIBIT "A"



**DIVISION OF AGRICULTURE**

**RESEARCH & EXTENSION**

*University of Arkansas System*

### **AFFIRMATIVE ACTION PROGRAM**

WORKERS WITH DISABILITIES,  
DISABLED VETERANS, RECENTLY SEPARATED VETERANS,  
ARMED FORCES SERVICE MEDAL VETERANS, AND  
OTHER PROTECTED VETERANS

#### INVITATION TO SELF-IDENTIFY

As a government contractor, University of Arkansas Division of Agriculture is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA) as amended by the 2002 Jobs for Veterans Act, which require government contractors to take affirmative action to employ and advance in employment qualified persons with disabilities, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future.

The University of Arkansas Division of Agriculture's affirmative action program describes the Division's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. **Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment.** The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

**A. Disability Status**

**I voluntarily identify myself as:**

**[ ] An Individual with a Disability:** An “individual with a disability” is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

**B. Veteran Status**

**[ ] Disabled Veteran:** A “disabled veteran” is defined as (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.

**[ ] Recently separated veteran:** A “recently separated veteran” is defined as 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.

**[ ] Armed Forces Service Medal Veteran:** An “Armed Forces Service Medal Veteran” is defined as 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.

**[ ] Other protected veteran:** An “other protected veteran” is defined as 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.

**Please provide your date of discharge or release from active duty:**

\_\_\_\_\_

A complete list of qualifying military engagements is available online at

<http://www.opm.gov/veterans/html/vgmedal2.htm>.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If you have any questions, you should contact the Division's Affirmative Action Office at (501) 671-2015. Remember to use a confidential envelope if you decide to submit this form to the Affirmative Action Office.

## EXHIBIT "B"



**DIVISION OF AGRICULTURE**  
**RESEARCH & EXTENSION**

*University of Arkansas System*

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

It is, has been, and will continue to be the policy of the University of Arkansas Division of Agriculture to provide equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability, genetic information, marital or veteran status, or any other legally protected status. Further, it is the policy of the University of Arkansas Division of Agriculture to undertake affirmative action in compliance with all federal, state, and local laws. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee, and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives.

Our continued success depends heavily on the full and effective utilization of qualified persons. I will continue to direct our employment practices toward ensuring equal opportunity for all. The University of Arkansas Division of Agriculture intends that all matters related to recruitment, hiring, training, compensation, benefits, promotions, transfers, terminations, as well as all company-sponsored social and recreational programs and all treatment on the job be free of unlawful discriminatory practices.

As Vice President, I retain the overall responsibility for the Division of Agriculture's Equal Employment Opportunity and Affirmative Action Programs. The administration and implementation of these important programs for women, minorities, disabled persons, disabled veterans and veterans of the Vietnam Era are the responsibility of Barbara Batiste, Civil Rights Compliance Officer. I ask that each manager and supervisor join me in full support of the principles of equal opportunity and affirmative action. Violation of this policy is an offense punishable by disciplinary action, up to and including termination.

Pursuant to this policy, any person desiring to inspect the University of Arkansas Division of Agriculture's Affirmative Action Plan should contact the Office of Affirmative Action between 8:00 a.m. and 4:30 p.m., Monday through Friday. In addition, any applicant or employee who believes that discrimination in employment has been practiced against him or her or that an employment practice of the University of Arkansas Division of Agriculture has resulted or will result in discrimination in employment against him or her may, contact Barbara Batiste, Civil Rights Compliance Officer, Office of Affirmative Action, 2301 S. University Rm. 205B, Little Rock, Arkansas 72203, (501) 671-2015.

Mark J. Cochran  
Vice President for Agriculture  
University of Arkansas Systems



**DIVISION OF AGRICULTURE**  
**RESEARCH & EXTENSION**

*University of Arkansas System*

**EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION POLICY FOR INDIVIDUALS WITH DISABILITIES  
AND COVERED VETERANS**

It is the policy of the University of Arkansas Division of Agriculture not to discriminate against any employee because he or she is a special disabled veteran, veteran of the Vietnam era, or an individual with a physical or mental disability. It is also the policy of the University of Arkansas Division of Agriculture and my personal commitment that equal employment opportunity is provided in the employment and advancement of special disabled veterans, veterans of the Vietnam era, and persons with physical or mental disabilities at all levels of employment. The University of Arkansas Division of Agriculture is committed to a policy to take affirmative action to employ and advance in employment all persons regardless of their status as qualified individuals with disabilities, special disabled veterans, or veterans of the Vietnam era. Such action shall apply to all employment actions, including but not limited to: recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships, internships, or on-the-job training.

As Vice President for Agriculture, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the Division, I have assigned the overall affirmative action activities to the Affirmative Action Officer. One of the Affirmative Action Officer's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of the Division's Affirmative Action Plan. Employees of and applicants to the University of Arkansas Division of Agriculture will not be subject to harassment, intimidation, threats, coercion, or discrimination because they engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding equal employment opportunity for qualified individuals with disabilities or Covered Veterans. In carrying out this affirmative action plan, the Division will make every effort to provide for reasonable accommodations for an employee or applicant for employment who has known physical or mental limitations, unless the accommodation would impose undue hardship on the operation of the institution.

Our obligations in this area come from our commitment as an employer in this state to provide job opportunities to special disabled veterans, veterans of the Vietnam era, and persons with disabilities.

Mark J. Cochran  
Vice President for Agriculture  
University of Arkansas Systems

**AFFIRMATIVE ACTION PLAN**

**FOR VETERANS AND**

**INDIVIDUALS WITH DISABILITIES**

**University of Arkansas Division of Agriculture**

January 1, 2013 through December 31, 2013

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Dr. Mark J. Cochran  
Vice President for Agriculture

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Barbara A. Batiste  
Affirmative Action Officer

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## Preface

University of Arkansas Division of Agriculture (also referred to as the Division) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and its implementing OFCCP regulations (41 C.F.R. Part 60-741), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Parts 60-250 and 300). Nothing contained in this AAP or its supporting data should be construed as an admission by the Division, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, University of Arkansas Division of Agriculture has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the Division firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices and makes this AAP available to employees and applicants upon request, the AAP remains a company proprietary document. Therefore, the following is requested:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the Division of the agency's decision to disclose and providing the Division with ample time to contest the disclosure.
2. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to the Division.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without a prior notification to the Division.

All monitoring system reports as required by federal regulations and laws have been completed.

This AAP does not constitute an express or implied contract between the Division and its employees, job applicants, or other persons, nor does it change in any way the basic at-will employment relationship that all Division employees have with the Division. Nothing in this AAP creates a private right of action on behalf of any individual or group against the Division.

## **Statement of Policy**

**41 C.F.R. 60-741.44(a), - 250.1, -300.44(a)**

It is the policy of University of Arkansas Division of Agriculture not to discriminate on the basis of a physical or mental disability or an individual's status as a Covered Veteran with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Division does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the Division are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The Division makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the Division's business.

Barbara A. Batiste, Affirmative Action Officer for the Division, will manage University of Arkansas Division of Agriculture's AAP for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the Division's AAP to ensure that all qualified employees with disabilities and Covered Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, University of Arkansas Division of Agriculture will solicit the cooperation and support of all employees for the Division's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the Division's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

## Definitions

"SPECIAL DISABLED VETERAN" means a veteran of the U.S. military, ground, naval or air service who is entitled to disability 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 disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran determined under 38 U.S.C. 3106 to have a serious employment handicap, or a person whose discharge or release from active duty was for a service-connected disability.

"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.

"QUALIFIED DISABLED VETERAN" means a special disabled veteran or disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

"VETERAN OF THE VIETNAM ERA" means a person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, in the republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (iii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or in another place between August 5, 1964 and May 7, 1975.

"ARMED FORCES SERVICE MEDAL VETERAN" is 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.

"OTHER PROTECTED VETERAN" means 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.

"RECENTLY SEPARATED VETERAN - ONE YEAR" means any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

"RECENTLY SEPARATED VETERAN - THREE YEARS" means 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.

"COVERED VETERANS" means special disabled veterans, disabled veterans, veterans of the Vietnam Era, Armed Forces service medal veterans, other protected veterans, recently separated veterans-one year, and recently separated veterans-three years.

"INDIVIDUAL WITH A DISABILITY" means a person who, generally, (i) has a physical or mental impairment that substantially limits one or more of his or her major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability. For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

## **Responsibility for Implementation**

**41 C.F.R. 60-741.44(i), 41 C.F.R. 60-250.44(i), -300.44(i)**

Affirmative action for individuals with disabilities and Covered Veterans is the responsibility of every employee at University of Arkansas Division of Agriculture. Barbara A. Batiste, the Division's Affirmative Action Officer, is responsible for the implementation and monitoring of this AAP at the Division. Barbara A. Batiste has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

- Develop policy statements, AAPs, and internal and external modes of communication,
- Oversee regular discussions with local managers, supervisors, and employees to ensure that the Division's policies are being followed;
- Advise supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the Division is obligated to prevent harassment of employees placed through affirmative action efforts;
- Identify, in conjunction with line management, known employees with disabilities and Covered Veterans and any problem areas in implementing the AAP, and develop solutions, including possible modes of accommodation;
- Design and implement internal audit and reporting systems that will measure the effectiveness of the Division's Plan, indicate the need for remedial action, determine the degree to which the Division's objectives have been attained, determine whether known employees with disabilities and Covered Veterans have had the opportunity to participate in all Division-sponsored educational, training, recreational, and social activities, and ensure that each Division location is in compliance with applicable laws and regulations;
- Serve as liaison between the Division and enforcement agencies, and between the Division and organizations of and for persons with disabilities, and encourage active involvement by Division representatives in the community service programs of local organizations of and for individuals with disabilities and Covered Veterans,
- Keep management informed of the latest developments in the entire affirmative action area,
- Arrange for career counseling for known employees with disabilities and Covered Veterans, where appropriate.

## **Review of Personnel Processes**

**41 C.F.R. 60-741.44(b), 41 C.F.R. 60-250.44(b), -300.44(b)**

University of Arkansas Division of Agriculture continues to review its personnel procedures to determine whether they assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that the personnel processes facilitate the implementation of the Division's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. University of Arkansas Division of Agriculture's employment application includes a full non-discrimination statement to further assure applicants of the Division's policy of equal employment. All non-executive positions that we do not expect to fill from within will be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions. The Division periodically reviews the physical and mental job qualifications to ensure that they do not tend to screen out individuals with disabilities or Covered Veterans for reasons that are not job-related or consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Covered Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, the Division considers military experience only to the extent that it increases the veteran's qualification for the job. Finally, the Division ensures that its personnel processes do not stereotype individuals with disabilities or Covered Veterans.

Consistent with the regulations, the Division has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that its personnel practices facilitate the implementation of the Division's affirmative action obligations:

1. As covered individuals apply for positions within the Division, their personnel forms will be annotated to identify each vacancy for which the person was considered.
2. The personnel records of each known covered individual will include (i) the identification of each promotion for which the person was considered, and (ii) the identification of each training program for which the person was considered.
3. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement will include a comparison of the qualifications of the covered individual and the person(s) selected.
4. Where applicants or employees are selected for hire, promotion, or training, and the Division undertakes any accommodation which makes it possible to place a covered individual in the job, the Division will keep a record of the accommodation in a confidential medical file.

This information will be quickly retrievable for review by government officials and the Division's personnel officials for use in investigations and compliance activities.

**Request for Self-Identification**  
**41 C.F.R. 60-741.42, 41 C.F.R. 60-250.42, -300.42**

Following an offer of employment but prior to an individual beginning other employment duties, University of Arkansas Division of Agriculture invites job applicants who are individuals with disabilities or Covered Veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit A). If an individual identifies himself or herself as an individual with a disability or a disabled veteran, the Division seeks the advice of the individual concerning any necessary accommodations to allow the individual to perform his/her job.

## **Review of Physical and Mental Job Requirements**

**41 C.F.R. 60-741.44(c), 41 C.F.R. 60-250.44(c), -300.44(c)**

University of Arkansas Division of Agriculture reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, University of Arkansas Division of Agriculture will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

## **Accommodations**

**41 C.F.R. 60-741.44(d), 41 C.F.R. 60-250.44(d), -300.44(d)**

University of Arkansas Division of Agriculture has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and disabled veterans that have been implemented are the following:

1. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.
2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
3. A medical leave of absence is available to any employee who provides medical documentation of disability.
4. Should reasonable accommodations be necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified disabled veterans, the Division will take any reasonable steps to provide such accommodations.
5. If necessary to accommodate a disability, the Division will redesign jobs to eliminate nonessential functions unless the redesign creates an undue hardship.
6. The Division will arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.
7. The Division will accommodate employees with disabilities by allowing a reasonable amount of time off for physicians' visits.
8. Special parking for individuals with disabilities or disabled veterans is available at University of Arkansas Division of Agriculture.

If an individual has a disability or is a disabled veteran, he or she is encouraged to tell us about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact Barbara A. Batiste, the Affirmative Action Officer.

Where an employee who is known to be an individual with a disability or a disabled veteran is having significant difficulty performing his/her job and the Division reasonably concludes that the performance issues may be related to the known disability, the Division will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that his/her disability is impacting his/her performance, the Division will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.

## **Outreach, Positive Recruitment and External Dissemination of Policy**

**41 C.F.R. 60-741.44(f), 41 C.F.R. 60-250.44(f), -300.44(f)**

University of Arkansas Division of Agriculture has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Covered Veterans.

While the Division believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts:

1. All executives, management officials, supervisors, and other employees of the Division will be encouraged to assist in the effort to disseminate University of Arkansas Division of Agriculture's policy of affirmative action to individuals outside the Division.
2. The Division will inform recruiting sources of University of Arkansas Division of Agriculture's policy of affirmative action for individuals with disabilities and Covered Veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Covered Veterans for all positions.
3. University of Arkansas Division of Agriculture will enlist the assistance and support of local recruiting sources, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and Covered Veterans.

These sources will be informed of the Division's AAP and will be requested to refer qualified individuals with disabilities and qualified Covered Veterans for employment consideration, including those not currently in the workforce who have requisite skills.

4. University of Arkansas Division of Agriculture will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by the Division and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Covered Veterans will be incorporated in purchase orders, leases, and contracts made by the Division that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.
5. University of Arkansas Division of Agriculture will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Covered Veterans about University of Arkansas Division of Agriculture's policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work-force but who have requisite skills.
6. University of Arkansas Division of Agriculture will include disabled individuals and/or Covered Veterans when employees are pictured in consumer and personnel recruitment advertising.
7. University of Arkansas Division of Agriculture will make reasonable accommodations for qualified individuals with disabilities and qualified disabled veterans.
8. University of Arkansas Division of Agriculture will take positive steps to attract qualified individuals with disabilities and Covered Veterans not currently in the work-force who have requisite skills and can be recruited through affirmative action measures.

9. University of Arkansas Division of Agriculture will review the employment records of its known employees with disabilities or Covered Veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.
10. The Division will send written notification of Division policy to all contractors, subcontractors, vendors, and suppliers, requesting appropriate action on their part.
11. When University of Arkansas Division of Agriculture advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.

## **Compensation**

**41 C.F.R. 60-741.21(i), 41 C.F.R. 60-250.21(i), -300.21(i)**

In offering employment or promotions, University of Arkansas Division of Agriculture does not reduce the amount of compensation offered to individuals with disabilities or Covered Veterans because of any disability income, pension, or other benefit that the employee receives from another source.

**Internal Dissemination of Policy**  
**41 C.F.R. 60-741.44(g), 41 C.F.R. 60-250.44(g), -300.44(g)**

The Division recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities and Covered Veterans so that these employees' awareness of the needs of individuals with disabilities and Covered Veterans can be increased. Accordingly, the Division will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

1. University of Arkansas Division of Agriculture will invite employees who are individuals with disabilities or Covered Veterans to participate in the AAP.
2. The Division will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Covered Veterans and will encourage employee referral of covered applicants.
3. University of Arkansas Division of Agriculture's policy on affirmative action for veterans and individuals with disabilities is posted on Division bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the Division's policy of affirmative action and to impart to these personnel their responsibility in making the AAP a success. Top-level management personnel will attend these meetings so that all will know their support of affirmative action.
5. Meetings with all employees of the Division will be conducted by department heads to inform the employees of University of Arkansas Division of Agriculture's policy of affirmative action and to explain the employees' responsibility to comply with the policy.
6. An invitation to participate in University of Arkansas Division of Agriculture's policy of affirmative action is disseminated to all applicants once the company has extended a job offer, but prior to the applicant's first day of employment.
7. For those Division sites subject to a collective bargaining agreement, union officials will be notified as necessary. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

## **Development and Execution of Affirmative Action Programs**

In addition to the affirmative action programs previously mentioned, the Division is developing and executing the following programs:

1. The Division will continue to review all physical or mental job qualifications.
2. The Division will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Covered Veterans in a manner that limits their access to jobs for which they are qualified.
3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be trained on affirmative action for individuals with disabilities and Covered Veterans.
4. If University of Arkansas Division of Agriculture holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and Covered Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition of applicants referred.
5. Arrangements will be made to provide opportunities for employees with disabilities and Covered Veterans to discuss any performance problems with their supervisors, and any need for accommodation with their supervisors or the Human Resources Department.
6. As University of Arkansas Division of Agriculture makes employees available for participation in community activities, employees who are individuals with disabilities or Covered Veterans will be among those who are encouraged to participate.
7. When University of Arkansas Division of Agriculture conducts recruiting efforts at various schools, special efforts will be made to reach students with disabilities and Covered Veterans.

## **Internal Review Procedure**

The Division has developed an internal review procedure whereby individuals with disabilities and Covered Veteran employees can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities or who are Covered Veterans, to discuss such issues or claims. All matters brought to the attention of the Affirmative Action Officer will be formally and confidentially addressed.

## **Monitoring and Reporting Systems**

**41 C.F.R. 60-741.44(h), 41 C.F.R. 60-250.44(h). 300.44(h)**

It is the responsibility of the Division's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the Division's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of University of Arkansas Division of Agriculture's AAP.

The Division's audit and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the Division's objectives are being attained;
- Determine whether individuals with known disabilities or Covered Veterans have had the full opportunity to participate in all Division sponsored educational, training, recreational and social activities;
- Measure the Division's compliance with the AAP's specific obligations.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or Covered Veterans will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP will be updated annually and will include a summary of the previous year's actions and programs.

## **Harassment**

**41 C.F.R. 60-741.44(e), 41 C.F.R. 60-250.44(e), -300.44(e)**

University of Arkansas Division of Agriculture has developed and implemented procedures to ensure that employees who are individuals with disabilities or Covered Veterans are not harassed because of their disability or veteran status.

A copy of our Equal Employment Opportunity Policy that forbids harassment against individuals based on protected characteristics is included in the Exhibits section.

## **Training**

**41 C.F.R. 60-741.44(j), 41 C.F.R. 60-250.44(j), -300.44(j)**

The Division trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in the Division's AAP are implemented.

## **List of Exhibits**

Exhibit A - Post-Offer/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans

Exhibit B - Harassment Policy



**DIVISION OF AGRICULTURE**

**RESEARCH & EXTENSION**

*University of Arkansas System*

## **AFFIRMATIVE ACTION PROGRAM**

**WORKERS WITH DISABILITIES,  
DISABLED VETERANS, RECENTLY SEPARATED VETERANS,  
ARMED FORCES SERVICE MEDAL VETERANS, AND  
OTHER PROTECTED VETERANS**

### **INVITATION TO SELF-IDENTIFY**

As a government contractor, University of Arkansas Division of Agriculture is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA) as amended by the 2002 Jobs for Veterans Act, which require government contractors to take affirmative action to employ and advance in employment qualified persons with disabilities, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future.

The University of Arkansas Division of Agriculture's affirmative action program describes the Division's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. **Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment.** The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

#### **A. Disability Status**

**I voluntarily identify myself as:**

**[ ] An Individual with a Disability:** An "individual with a disability" is defined as a person who has a physical or mental impairment which substantially limits one or more of his or her major life activities.

**B. Veteran Status**

**[ ] Disabled Veteran:** A “disabled veteran” is defined as (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.

**[ ] Recently separated veteran:** A “recently separated veteran” is defined as 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.

**[ ] Armed Forces Service Medal Veteran:** An “Armed Forces Service Medal Veteran” is defined as 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.

**[ ] Other protected veteran:** An “other protected veteran” is defined as 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.

**Please provide your date of discharge or release from active duty:**

\_\_\_\_\_

A complete list of qualifying military engagements is available online at

<http://www.opm.gov/veterans/html/vgmedal2.htm>.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If you have any questions, you should contact the Division’s Affirmative Action Office at (501) 671-2015. Remember to use a confidential envelope if you decide to submit this form to the Affirmative Action Office.



**DIVISION OF AGRICULTURE**  
**RESEARCH & EXTENSION**

*University of Arkansas System*

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**EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION POLICY FOR INDIVIDUALS WITH  
DISABILITIES AND COVERED VETERANS**

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It is the policy of the University of Arkansas Division of Agriculture not to discriminate against any employee because he or she is a special disabled veteran, veteran of the Vietnam era, or an individual with a physical or mental disability. It is also the policy of the University of Arkansas Division of Agriculture and my personal commitment that equal employment opportunity is provided in the employment and advancement of special disabled veterans, veterans of the Vietnam era, and persons with physical or mental disabilities at all levels of employment. The University of Arkansas Division of Agriculture is committed to a policy to take affirmative action to employ and advance in employment all persons regardless of their status as qualified individuals with disabilities, special disabled veterans, or veterans of the Vietnam era. Such action shall apply to all employment actions, including but not limited to: recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships, internships, or on-the-job training.

As Vice President for Agriculture, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the Division, I have assigned the overall affirmative action activities to the Affirmative Action Officer. One of the Affirmative Action Officer's duties will be to

establish and maintain an internal audit and reporting system to allow for effective measurement of the Division's Affirmative Action Plan.

Employees of and applicants to the University of Arkansas Division of Agriculture will not be subject to harassment, intimidation, threats, coercion, or discrimination because they engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding equal employment opportunity for qualified individuals with disabilities or Covered Veterans.

In carrying out this affirmative action plan, the Division will make every effort to provide for reasonable accommodations for an employee or applicant for employment who has known physical or mental limitations, unless the accommodation would impose undue hardship on the operation of the institution.

Our obligations in this area come from our commitment as an employer in this state to provide job opportunities to special disabled veterans, veterans of the Vietnam era, and persons with disabilities.

Mark J. Cochran  
Vice President for Agriculture  
University of Arkansas Systems