

**OFFICE OF FEDERAL CONTRACT COMPLIANCE
PROGRAMS (OFCCP)
AFFIRMATIVE ACTION PROGRAM (AAP)
FOR VEVRAA**

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AAP Administrator: Deborah Burris
Dir, & Chief Diversity Officer

Approved by: Thomas F. George
Chancellor

Establishment's Name: University of Missouri-St. Louis
1,STLOU - ST. LOUIS

Establishment's Address: 127 Woods Hall, 1 University Blvd.
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University of Missouri-St. Louis
AFFIRMATIVE ACTION PROGRAM
for
PROTECTED VETERANS

CONFIDENTIAL TRADE SECRET MATERIALS

The material set forth in the AAP is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

University of Missouri-St. Louis
AFFIRMATIVE ACTION PROGRAM FOR
PROTECTED VETERANS

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I. Equal Employment Opportunity (EEO) Policy Statement (41 CFR 60-300.44(a))

The *EEO Policy Statement* on the following page is posted on our university's bulletin board along with our required employment posters and is viewable by both employees and applicants.

The *EEO is the Law* poster is also posted on our university's bulletin board as well as made available electronically through our university website for viewing by online applicants.

University of Missouri-St. Louis
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of University of Missouri-St. Louis not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of University of Missouri-St. Louis to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy 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 apprenticeship, at all levels of employment. Furthermore, the university will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

University of Missouri-St. Louis prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans. University of Missouri-St. Louis also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As Chancellor of University of Missouri-St. Louis, 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 university, I have selected Deborah Burris as the Dir, & Chief Diversity Officer for University of Missouri-St. Louis. One of the Dir, & Chief Diversity Officer's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of University of Missouri-St. Louis's programs.

In furtherance of University of Missouri-St. Louis's policy regarding affirmative action and equal employment opportunity, University of Missouri-St. Louis has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that University of Missouri-St. Louis is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 8:00 AM - 5:00 PM at the Human Resources department. Any questions should be directed to me, your supervisor, or Deborah Burris, Dir, & Chief Diversity Officer.

Thomas F. George, Chancellor
University of Missouri-St. Louis
11/1/2018

II. Review of Personnel Processes (41 CFR 60-300.44(b))

University of Missouri-St. Louis complies with the requirement to “periodically review” its personnel processes by reviewing these processes annually to determine whether its present procedures assure careful, thorough, and systematic consideration of the qualifications of known protected veterans. As part of this review, University of Missouri-St. Louis also ensures that its personnel processes do not stereotype protected veterans in a manner which limits their access to all jobs for which they are qualified. This review covers all procedures related to the filling of job vacancies either by hire or by promotion, as well as to all training opportunities offered or made available to employees.

The following is a set of procedures which may be used to meet the requirements of §60-300.44(b):

1. Applicant records are maintained which indicate whether or not an applicant self-identified as a protected veteran. This information can be retrieved for review by the Department of Labor and the contractor's personnel officials for use in investigations and internal compliance activities.
2. Records are maintained which indicate employees considered for competitive promotions within the organization. Employees are given the opportunity to voluntarily self-identify protected veteran status.
3. Records are maintained regarding training opportunities granted to employees which include whether or not the employee has self-identified as a protected veteran.
4. Any time a known protected veteran applicant or employee is rejected for employment, promotion, or training, the university prepares a statement outlining the reason.
5. Requests for accommodation due to a disability are maintained along with the nature of the request and whether or not the accommodation was granted. If the accommodation was denied, the university prepares a statement describing the reason for denying the accommodation request. All accommodation records are treated as a confidential medical record in accordance with §60-300.23(d).

III. Review of Physical and Mental Job Qualification Standards (41 CFR 60-300.44(c))

University of Missouri-St. Louis reviews the physical and mental job qualification standards of each job opening before it is publicly or internally posted to ensure that, to the extent that such qualification requirements tend to screen out qualified disabled veterans, they are related to the job(s) in question and consistent with business necessity and the safe performance of the job. The physical and mental qualifications are also reviewed as new jobs are established or job requirements are modified.

All job qualification requirements were found to be job related and consistent with business necessity and safety. University of Missouri-St. Louis will continue to review physical and mental job qualification requirements whenever a job vacancy will be filled through either hiring or promotion and will conduct a qualifications review whenever job duties change.

If University of Missouri-St. Louis at any time should inquire into an applicant's physical or mental condition or should conduct a medical examination, such inquiries or exams will be conducted in accordance with the VEVRAA regulations and the information obtained as a result of the inquiry or exam will be kept confidential, except as otherwise provided for in the VEVRAA regulations. The results of the examination or inquiry will only be used in accordance with the VEVRAA regulations.

IV. Reasonable Accommodation to Physical and Mental Limitations (41 CFR 60-300.44(d))

University of Missouri-St. Louis will continue its longstanding commitment to making reasonable accommodation to the known physical or mental limitations of qualified disabled veterans unless doing so would impose an undue hardship on the operation of its business. The university also commits to engaging in an interactive process with the person requesting the accommodation (or the person's representative), as needed, to determine an appropriate accommodation.

If an employee who is known to be a qualified disabled veteran is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the manager or appropriate HR personnel will confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee indicates that the performance problems are related to his or her disability, the employee is asked if reasonable accommodation is needed.

In determining the extent of the university's accommodation obligations, the following factors are considered:

1. Business necessity; and
2. Financial cost and expense.

University of Missouri-St. Louis will also ensure that all requests for reasonable accommodation and any medical or disability-related information provided to University of Missouri-St. Louis will be treated as confidential medical records and maintained in a separate medical file.

V. Anti-Harassment Procedures (41 CFR 60-300.44(e))

Employees and applicants of University of Missouri-St. Louis will not be subject to harassment because of protected veteran status. Retaliation, including intimidation, threat, coercion, or discrimination, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding protected veterans is prohibited. Any employee or applicant who believes that he or she has been subject to retaliation should promptly contact a manager in their chain of command, or promptly contact the EEO Coordinator for assistance.

This policy is made available for employees and applicants to view. Furthermore, University of Missouri-St. Louis monitors its environment for the presence of any forms of harassment, intimidation, or coercion and, where warranted, takes corrective action.

VI. External Dissemination of Policy, Outreach, and Positive Recruitment (41 CFR 60-300.44(f))

University of Missouri-St. Louis undertakes appropriate outreach and positive recruitment efforts in order to effectively attract protected veterans. In order to comply with the external dissemination of the EEO and Affirmative Action policy, the university provides written or electronic notification to all current subcontractors, vendors, and suppliers and will continue to do so on an annual basis. The university will also provide such notification to new subcontractors, vendors, and suppliers upon entering into a relationship with them. University of Missouri-St. Louis has informed its recruiting sources, including State employment agencies and local employment service delivery systems, of the university's policy concerning the employment of qualified protected veterans and will notify them of employment opportunities as they become available. University of Missouri-St. Louis requested all recruiting sources to actively recruit and refer qualified persons for job opportunities. University of Missouri-St. Louis will include the equal opportunity clause concerning the employment of qualified protected veterans in all non-exempt subcontracts and purchase orders. See Appendix A for detailed information regarding our outreach and positive recruitment activities during the AAP year.

VII. Internal Dissemination of Policy (41 CFR 60-300.44(g))

University of Missouri-St. Louis has developed internal procedures to communicate its obligation to engage in affirmative action efforts to employ and advance in employment qualified protected veterans. Procedures are designed to foster understanding, acceptance, and support among all employees and to encourage them to help University of Missouri-St. Louis meet this obligation.

The university realizes that an outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to ensure greater employee cooperation and participation in the university's affirmative action efforts, University of Missouri-St. Louis has adopted policies and engaged in activities which are not limited to the following:

1. Copy of our AAP for Protected Veterans is available for inspection to any employee or applicant upon request;
2. *EEO Policy Statement* and the *EEO is the Law* poster are placed on bulletin boards located throughout our facilities and work areas;
3. Electronic versions of the *EEO Policy Statement* and the *EEO is the Law* poster are clearly labeled and posted on the university's intranet;
4. Meetings with executive, management, and supervisory personnel are held to explain the intent of the policy and individual responsibility for effective implementation;
5. Managers and supervisors are provided with affirmative action and EEO training upon commencement of their management roles;
6. Policy is discussed during employee orientation;
7. Union officials and/or employee representatives are informed of these policies;
8. When employees are featured in publications, protected veterans are included when available.

VIII. Audit and Reporting Systems (41 CFR 60-300.44(h))

The Dir, & Chief Diversity Officer has the responsibility for the preparation and implementation of the AAP. Responsibility for the effective implementation of the AAP is also vested with each department manager and supervisor.

The following activities are reviewed at least annually to ensure freedom from discrimination against, or stereotyping of, protected veterans in any manner. The results of the most recent self-audit are included in Appendix B. During the self-audit, the following activities are reviewed:

1. Recruitment, advertising, and job application procedures;
2. Implementation of hiring, promotion, upgrading, award of tenure, layoff, and recall from layoff;
3. Rates of pay and any other forms of compensation including fringe benefits;
4. Job assignments, job classifications, job descriptions, and seniority lists;
5. Awarding of sick leave, leaves of absence, or implementation of any other leave policies;
6. Participation in training, mentoring, or apprenticeship programs, and attendance at professional meetings and conferences; and
7. Application of any other term, condition, or privilege of employment, including participation in university-sponsored educational, training, recreational, and social activities.

University of Missouri-St. Louis's audit system includes periodic reports provided by Dir, & Chief Diversity Officer documenting any efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions.

The following documents are maintained as a component of University of Missouri-St. Louis's internal audit process: documentation of self-audit; summary data of personnel activity including external job offers and hires, promotions, resignations, terminations, and layoffs by job group relating to protected veterans; and an applicant flow log showing the name, race, ethnicity, sex, disability status, veteran status, date of application, job title, and action taken for all individuals applying for job opportunities.

IX. Responsibility for Implementation (41 CFR 60-300.44(i))

A. Responsibilities of EEO Coordinator:

Deborah Burris, the Dir, & Chief Diversity Officer, has been designated to direct the activities of the affirmative action program. This person has the responsibility for ensuring the effective implementation of the university's AAP. These responsibilities include, but are not limited to:

1. Implementing the AAP for protected veterans, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions;
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with University of Missouri-St. Louis's affirmative action obligations;
3. Assisting Human Resources department with reviewing the qualifications of all applicants and employees considered/eligible for hiring, promotion, transfer, or layoff/reduction in force to ensure qualified protected veterans are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur;
4. Assisting in the development of solutions for any identified problem areas;
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit and reporting system that measures the effectiveness of the program;
6. Keeping management informed of equal opportunity progress and problems within the university through, at a minimum, periodic reports;
7. Providing department managers with a copy of the AAP for protected veterans and reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the program;
8. Reviewing the university's AAP for protected veterans with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;
9. Assisting in ensuring that career development of employees who are protected veterans is equal to that of other employees;
10. Auditing the contents of university bulletin boards to ensure that required information is posted and up-to-date;

11. Serving as a liaison between University of Missouri-St. Louis and enforcement agencies; and
12. Serving as a liaison between University of Missouri-St. Louis and outreach and recruitment sources for protected veterans.

B. Responsibilities of Managers and Supervisors:

Managers and supervisors are advised annually of their responsibilities under the university's AAP for protected veterans. These responsibilities include, but are not limited to:

1. Reviewing the university's affirmative action policy for protected veterans with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions;
2. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, or layoff/reduction in force occur; and
3. Reviewing all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.

X. Training (41 CFR 60-300.44(j))

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes receive annual training regarding University of Missouri-St. Louis's AAP and their role in its implementation. Employees hired or promoted into these roles also receive training on regulatory requirements under Vietnam Era Veterans' Readjustment Assistance Act soon after being hired or placed into these roles.

During the annual training, personnel are advised of their responsibilities under the AAP for protected veterans and of their obligations to:

- Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
- Ensure qualified applicants and employees who are protected veterans are treated in a nondiscriminatory manner in all employment practices, including when making selection decisions, such as for hire, promotion, training, or to receive awards or bonuses;
- Provide reasonable accommodation to the known physical or mental limitations of qualified disabled veterans unless such accommodation would impose an undue hardship on the conduct of its business;
- Maintain confidentiality of any information regarding self-identification of protected veteran status; and
- Ensure that nondiscrimination is adhered to in all personnel activities.

XI. Applicant and Hiring Data (41 CFR 60-300.44(k))

University of Missouri-St. Louis collects employee data pertaining to protected veterans in order to assess the effectiveness of the university's outreach and recruitment efforts. We invite applicants to voluntarily inform the university whether they believe they are protected veterans in compliance with the VEVRAA requirements. This data will be maintained for three years.

Data Collection by Job Group - Veteran
Analysis Date Range is 11/02/2017 - 11/01/2018

Plan: 1.STLOU - ST. LOUIS

<i>Job Group</i>	<i>Total Applicants</i>	<i>Total Veteran Applicants</i>	<i>Total Hires</i>	<i>Total Veteran Hires</i>	<i>Job Openings</i>	<i>Jobs Filled</i>
101 - Executives; Administrators; Head Coach	486	14	28	0	27	22
102 - School Administrators	112	0	5	0	2	2
103 - Research Administrators	0	0	0	0	0	0
104 - Managers (HOSP/PT House Managers/Practice Managers)	301	16	17	1	14	13
301 - Fiscal Managers, Administrative Support Staff, Consultant; L	445	8	54	0	16	15
302 - Archivists / Librarians & Museum Curators/Professionals	1	0	1	0	1	0
303 - Computer Specialists / Systems Analysts / Telecom	98	3	12	0	8	7
304 - Engineers / Architects / Interior Designers	47	2	5	0	4	3
305 - Registered Nurses / Dieticians / Therapists / Pharmacists /	6	0	1	0	1	1
306 - Personnel And Labor Relations Workers, Trainers (T&D)	0	0	0	0	0	0
307 - Physicians, Dentists And Related Practitioners, Veterinarian	1	0	1	0	0	0
308 - Public Relations / Publicity Writers / Professional Sales /A	219	4	6	0	8	7
309 - Life & Physical Scientists / Science Professionals / Research	138	8	11	0	12	12
310 - Writers / Artists & Entertainers /Media / On Air Talent	180	2	7	0	6	6
311 - Vocational & Educational Counselors / Chaplains / Psychologi	1,236	35	39	0	41	39
312 - Health Technologists & Technicians (Exempt) Mental Health P	109	2	3	0	6	6
313 - Social Workers	1	0	1	0	0	0
401 - Clerical Supervisor	1	1	1	1	0	0
402 - Clerical Miscellaneous	705	9	50	1	45	38
403 - Clerical - Secretaries / Stenographers / Typists	79	1	1	0	4	3
502 - Writers / Artists / Performers / Entertainers / Media Produc	0	0	0	0	1	0
503 - Operators - Computer & Peripheral Equipment, Telecom	42	0	4	0	5	5
504 - Engineering & Science Technicians / Electronics And AV Tech	0	0	0	0	0	0
505 - Health Technologists & Technicians (Non-Exempt)	57	0	2	0	4	2
506 - Research Workers Unspecified	48	2	7	0	10	10
507 - Technicians Unspecified	94	1	5	0	3	3

Data Collection by Job Group - Veteran
Analysis Date Range is 11/02/2017 - 11/01/2018

Plan: 1,STLOU - ST. LOUIS

<i>Job Group</i>	<i>Total Applicants</i>	<i>Total Veteran Applicants</i>	<i>Total Hires</i>	<i>Total Veteran Hires</i>	<i>Job Openings</i>	<i>Jobs Filled</i>
508 - Admissions Recruiters / Fin Aid Advisors / Student Support S	353	5	8	0	12	12
601 - Construction / Building Trades Specialists	106	5	25	3	17	17
602 - Mechanical & Repair / Mechanical Trades Specialists	84	12	8	1	7	7
602C - MECHANICAL/REPAIR POWER PLANT	0	0	0	0	0	0
603 - Other	0	0	0	0	0	0
604 - Supervisor	31	1	1	0	1	1
701 - Labor (Non-Farm) / Material Handlers / Groundskeepers	42	1	3	0	8	6
702 - Personal / Health / Drivers / Mail Handlers & Other	72	1	2	0	4	4
703 - Protective Service - Police / Fire	102	18	7	1	8	8
704 - Cleaning & Food Service / Equipment Attendants	154	1	11	1	12	12
706 - Supervisor (HOSPT Service Supervisors)	0	0	0	0	0	0
OTHER ACADEMICS SA&S - Other Academics College of Arts & Sciences	48	0	41	0	4	2
OTHER ACADEMICS SACF - Other Academics VC Academic Affairs	2	0	2	0	1	0
OTHER ACADEMICS SBUSN - Other Academics College of Business Administra	33	2	32	2	0	0
OTHER ACADEMICS SCHNL - Other Academics Chancellor	0	0	0	0	0	0
OTHER ACADEMICS SCIS - Other Academics Center for International Studi	0	0	0	0	0	0
OTHER ACADEMICS SEDUC - Other Academics College of Education	16	0	16	0	1	0
OTHER ACADEMICS SENRL - OTHER ACADEMICS ENROLLMENT	6	0	6	0	0	0
OTHER ACADEMICS SNRSG - Other Academics College of Nursing	1	0	1	0	0	0
OTHER ACADEMICS SONLN - Other Academics Tchng,Lrning,OnlEd	0	0	0	0	1	0
OTHER ACADEMICS SOPTO - Other Academics College of Optometry	2	0	2	0	2	2
OTHER ACADEMICS SPLHC - Other Academics Honors College	4	0	4	0	0	0
OTHER ACADEMICS SRES - Other Academics VP Research	5	0	5	0	2	0
OTHER ACADEMICS SRTNS - OTHER ACADEMICS STUDENT SUCCESS	13	1	13	1	0	0

Data Collection by Job Group - Veteran
Analysis Date Range is 11/02/2017 - 11/01/2018

Plan: 1,STLOU - ST. LOUIS

<i>Job Group</i>	<i>Total Applicants</i>	<i>Total Veteran Applicants</i>	<i>Total Hires</i>	<i>Total Veteran Hires</i>	<i>Job Openings</i>	<i>Jobs Filled</i>
OTHER ACADEMICS SSSW - Other Academics School of Social Work	5	0	5	0	0	0
OTHER ACADEMICS SSTAF - Other Academics Vice Provost Student Affairs	2	0	2	0	0	0
RANKED/NTT FACULTY SA&S - Ranked/NTT Faculty College of Arts & Sciences	54	1	8	0	5	5
RANKED/NTT FACULTY SACF - Ranked/NTT Faculty VC Academic Affairs	0	0	0	0	0	0
RANKED/NTT FACULTY SBUSN - Ranked/NTT Faculty College of Business Administra	10	0	8	0	2	1
RANKED/NTT FACULTY SEDUC - Ranked/NTT Faculty College of Education	63	0	32	0	1	1
RANKED/NTT FACULTY SENRL - RANKED/NTT FACULTY ENROLLMENT MANAGEMENT	1	0	1	0	0	0
RANKED/NTT FACULTY SNRSG - Ranked/NTT Faculty College of Nursing	144	4	29	0	3	3
RANKED/NTT FACULTY SONLN - Ranked/NTT Faculty Teaching, Learning, OnlEd	0	0	0	0	0	0
RANKED/NTT FACULTY SOPTO - Ranked/NTT Faculty College of Optometry	18	1	6	1	1	1
RANKED/NTT FACULTY SPLHC - Ranked/NTT Faculty Honors College	0	0	0	0	0	0
RANKED/NTT FACULTY SRES - Ranked/NTT Faculty VP Research	0	0	0	0	1	0
RANKED/NTT FACULTY SSSW - Ranked/NTT Faculty School of Social Work	28	0	2	0	1	1
TENURED/OT FACULTY SA&S - Tenured/OT Faculty College of Arts & Sciences	119	0	1	0	1	1
TENURED/OT FACULTY SBUSN - Tenured/OT Faculty College of Business Administra	21	0	4	0	5	1
TENURED/OT FACULTY SEDUC - Tenured/OT Faculty College of Education	68	0	4	0	6	5
TENURED/OT FACULTY SNRSG - Tenured/OT Faculty College of Nursing	0	0	0	0	1	0
TENURED/OT FACULTY SOPTO - Tenured/OT Faculty College of Optometry	0	0	0	0	2	2
TENURED/OT FACULTY SRES - TENURED/OT FACULTY VP RESEARCH	0	0	0	0	1	0
TENURED/OT FACULTY SSSW - Tenured/OT Faculty School of Social Work	25	0	1	0	1	1
Total	6,038	161	551	13	329	287

XII. Hiring Benchmarks (41 CFR 60-300.45)

University of Missouri-St. Louis has adopted the national percentage of veterans in the civilian labor force provided by OFCCP as its hiring benchmark for the AAP year. This benchmark is used as one of the criteria in its assessment of the effectiveness of its outreach and recruitment efforts.

Veteran Benchmark Progress
Analysis Data as of 11/01/2018

Plan: 1,STLOU - ST. LOUIS

Benchmark for Protected Veterans: 6.70%

<u>Job Group</u>	<u>Hires</u>			<u>Hiring Benchmark Met?</u>
	<u>Total</u>	<u>Veterans</u>		
	<u>#</u>	<u>#</u>	<u>%</u>	
101 - Executives; Administrators; Head Coach	28	0	0.00	No
102 - School Administrators	5	0	0.00	No
103 - Research Administrators	0	0	0.00	NA
104 - Managers (HOSPT House Managers/Practice Managers)	17	1	5.88	No
301 - Fiscal Managers, Administrative Support Staff, Consultant; L	54	0	0.00	No
302 - Archivists / Librarians & Museum Curators/Professionals	1	0	0.00	No
303 - Computer Specialists / Systems Analysts / Telecom	12	0	0.00	No
304 - Engineers / Architects / Interior Designers	5	0	0.00	No
305 - Registered Nurses / Dieticians / Therapists / Pharmacists /	1	0	0.00	No
306 - Personnel And Labor Relations Workers, Trainers (T&D)	0	0	0.00	NA
307 - Physicians, Dentists And Related Practitioners, Veterinarian	1	0	0.00	No
308 - Public Relations / Publicity Writers / Professional Sales /A	6	0	0.00	No
309 - Life & Physical Scientists / Science Professionals / Research	11	0	0.00	No
310 - Writers / Artists & Entertainers /Media / On Air Talent	7	0	0.00	No
311 - Vocational & Educational Counselors / Chaplains / Psychologi	39	0	0.00	No
312 - Health Technologists & Technicians (Exempt) Mental Health P	3	0	0.00	No
313 - Social Workers	1	0	0.00	No
401 - Clerical Supervisor	1	1	100.00	Yes
402 - Clerical Miscellaneous	50	1	2.00	No

Veteran Benchmark Progress
Analysis Data as of 11/01/2018

Plan: 1,STLOU - ST. LOUIS

<u>Job Group</u>	<u>Hires</u>			<u>Hiring Benchmark Met?</u>
	<u>Total</u>	<u>Veterans</u>		
	<u>#</u>	<u>#</u>	<u>%</u>	
403 - Clerical - Secretaries / Stenographers / Typists	1	0	0.00	No
502 - Writers / Artists / Performers / Entertainers / Media Produc	0	0	0.00	N/A
503 - Operators - Computer & Peripheral Equipment, Telecom	4	0	0.00	No
504 - Engineering & Science Technicians / Electronics And A/V Tech	0	0	0.00	N/A
505 - Health Technologists & Technicians (Non-Exempt)	2	0	0.00	No
506 - Research Workers Unspecified	7	0	0.00	No
507 - Technicians Unspecified	5	0	0.00	No
508 - Admissions Recruiters / Fin Aid Advisors / Student Support S	8	0	0.00	No
601 - Construction / Building Trades Specialists	25	3	12.00	Yes
602 - Mechanical & Repair / Mechanical Trades Specialists	8	1	12.50	Yes
602C - MECHANICAL/REPAIR POWER PLANT	0	0	0.00	N/A
603 - Other	0	0	0.00	N/A
604 - Supervisor	1	0	0.00	No
701 - Labor (Non-Farm) / Material Handlers / Groundskeepers	3	0	0.00	No
702 - Personal / Health / Drivers / Mail Handlers & Other	2	0	0.00	No
703 - Protective Service - Police / Fire	7	1	14.28	Yes
704 - Cleaning & Food Service / Equipment Attendants	11	1	9.09	Yes
706 - Supervisor (HOSPT Service Supervisors)	0	0	0.00	N/A
OTHER ACADEMICS SA&S - Other Academics College of Arts & Sciences	41	0	0.00	No
OTHER ACADEMICS SACF - Other Academics VC Academic Affairs	2	0	0.00	No

Veteran Benchmark Progress
Analysis Data as of 11/01/2018

Plan: 1.STLOU - ST. LOUIS

<u>Job Group</u>	<u>Hires</u>			<u>Hiring Benchmark Met?</u>
	<u>Total</u>	<u>Veterans</u>		
	<u>#</u>	<u>#</u>	<u>%</u>	
OTHER ACADEMICS SBUSN - Other Academics College of Business Administra	32	2	6.25	No
OTHER ACADEMICS SCHNL - Other Academics Chancellor	0	0	0.00	N/A
OTHER ACADEMICS SCIS - Other Academics Center for International Studi	0	0	0.00	N/A
OTHER ACADEMICS SEDUC - Other Academics College of Education	16	0	0.00	No
OTHER ACADEMICS SENRL - OTHER ACADEMICS ENROLLMENT	6	0	0.00	No
OTHER ACADEMICS SNRSG - Other Academics College of Nursing	1	0	0.00	No
OTHER ACADEMICS SONLN - Other Academics Tchng,Lrng,OnlEd	0	0	0.00	N/A
OTHER ACADEMICS SOPTO - Other Academics College of Optometry	2	0	0.00	No
OTHER ACADEMICS SPLHC - Other Academics Honors College	4	0	0.00	No
OTHER ACADEMICS SRES - Other Academics VP Research	5	0	0.00	No
OTHER ACADEMICS SRTNS - OTHER ACADEMICS STUDENT SUCCESS	13	1	7.69	Yes
OTHER ACADEMICS SSSW - Other Academics School of Social Work	5	0	0.00	No
OTHER ACADEMICS SSTAF - Other Academics Vice Provost Student Affairs	2	0	0.00	No
RANKED/NTT FACULTY SA&S - Ranked/NTT Faculty College of Arts & Sciences	8	0	0.00	No
RANKED/NTT FACULTY SACF - Ranked/NTT Faculty VC Academic Affairs	0	0	0.00	N/A
RANKED/NTT FACULTY SBUSN - Ranked/NTT Faculty College of Business Administra	8	0	0.00	No
RANKED/NTT FACULTY SEDUC - Ranked/NTT Faculty College of Education	32	0	0.00	No

Veteran Benchmark Progress
Analysis Data as of 11/01/2018

Plan: 1,STLOU - ST. LOUIS

<u>Job Group</u>	<u>Hires</u>			<u>Hiring Benchmark Met?</u>
	<u>Total</u>	<u>Veterans</u>		
	<u>#</u>	<u>#</u>	<u>%</u>	
RANKED/NTT FACULTY SENRL -	1	0	0.00	No
RANKED/NTT FACULTY ENROLLMENT MANAGEMENT				
RANKED/NTT FACULTY SNRSG -	29	0	0.00	No
Ranked/NTT Faculty College of Nursing				
RANKED/NTT FACULTY SONLN -	0	0	0.00	N/A
Ranked/NTT Faculty Tchng,Lming,OrlEd				
RANKED/NTT FACULTY SOPTO -	6	1	16.66	Yes
Ranked/NTT Faculty College of Optometry				
RANKED/NTT FACULTY SPLHC -	0	0	0.00	N/A
Ranked/NTT Faculty Honors College				
RANKED/NTT FACULTY SRES -	0	0	0.00	N/A
Ranked/NTT Faculty VP Research				
RANKED/NTT FACULTY SSSW -	2	0	0.00	No
Ranked/NTT Faculty School of Social Work				
TENURED/OT FACULTY SA&S - Tenured/OT	1	0	0.00	No
Faculty College of Arts & Sciences				
TENURED/OT FACULTY SBUSN -	4	0	0.00	No
Tenured/OT Faculty College of Business Administra				
TENURED/OT FACULTY SEDUC -	4	0	0.00	No
Tenured/OT Faculty College of Education				
TENURED/OT FACULTY SNRSG -	0	0	0.00	N/A
Tenured/OT Faculty College of Nursing				
TENURED/OT FACULTY SOPTO -	0	0	0.00	N/A
Tenured/OT Faculty College of Optometry				
TENURED/OT FACULTY SRES -	0	0	0.00	N/A
TENURED/OT FACULTY VP RESEARCH				
TENURED/OT FACULTY SSSW -	1	0	0.00	No
Tenured/OT Faculty School of Social Work				
Total	551	13	2.35	No

APPENDIX A – Outreach and Positive Recruitment

VETERANS

Outreach /Recruitment Activity	Date of Activity	Description	Evaluation of Each Activity
Ameren Diversity Inclusion Leadership Summit.	7/19/18	Summit which featured individual speakers, panelists, and workshops which had discussions that focused on topics of diversity, veterans, and individuals with disabilities. Several panelists identified as an individual with disability, veteran, or LGBTQ and spoke of their experiences and accommodations made by their employer.	Partnership between UMSL and Ameren, with over 1,000 in attendance. This event was held at the Touhill Performing Arts Center on the UMSL campus.
Annual Accommodation for Success event and Reverse Job Fair held at Calvary Church in St. Peters, Mo.	8/9/18	Employers met with D/V community organizations to learn how to meet their federal government hiring requirements for veterans and individuals with disabilities.	UMSL HR representative attended and spoke with several potential applicants.
Urban League Employment Committee Meeting.	Ongoing quarterly meetings.	UMSL rep along with 20 employers met to discuss job openings, listen to perspective applicants discuss their resumes and job skills; and gave feedback to these applicants.	UMSL rep attended Sep 2018 meeting at Urban League Ferguson location and reminded employers of their obligations to hire veterans and the disabled.
Diversity Awareness Partnership Seminar on Religious Diversity	9/13/18	Members of this group met to discuss current regional and national religious landscape, describe different approaches to inclusion related to diverse faith traditions; and create/modify organizational policies and initiatives to further religious inclusion.	This seminar was held at the Nestle Purina, St. Louis Mo downtown location. With several in attendance.
Connection Reception to kickoff Disability Awareness Month.	10/4/18	UMSL Access and Advisory Committee met to discuss and make recommendations, and lead activities that promote the inclusion of individuals with disabilities on the campus.	This group meets at least 4-6 times a year to address issues by UMSL faculty, students, and staff

Outreach /Recruitment Activity	Date of Activity	Description	Evaluation of Each Activity
Hispanic Heritage Month events on campus.	9/15/18 – 10/15/18	Kickoff activities that included meet and greet; World Language Day; and Documentary and Discussion on the film, No Mas Bebés.	All of these activities were attended by faculty, students, and staff. ODEI rep attended Documentary and Discussion on the film, No Mas Bebés.
Missouri Diversity Officers in Higher Education (MODOHE) conference.	10/12/18	Various Missouri university Chief Diversity Officers met for a day of Diversity and Inclusion Professional Development, entitled, “Managing Diversity and Inclusion in Turbulent Times.	Keynote speaker – Dr. Benjamin Akande. There were approximately 30 Chief Diversity Officers in attendance. They attended sessions on Developing and Implementing a Successful Diversity Strategy; Changing Legal Landscape and Implications for Diversity and Inclusion; and Leveraging Partnerships for Funding Resources to Support Diversity, Equity, and Inclusion.
A Table of Inclusion Diversity Dinner, hosted by Diversity Awareness Partnership.	11/14/18	11 th Annual Diversity Dinner bringing community organizations and employers together to increase awareness, facilitate engagement and provide education about diversity and inclusion.	Proceeds from the dinner support diversity and inclusion training, seminars, youth diversity initiatives and diversity and inclusion awareness campaigns.
Black History Month celebrations on campus: Theme: Black Migrations	February 2019	Various celebrations on campus which included Soul Food Celebrations; Lunch/Learn – Student Activism-Show Me Democracy; Movie nights; and campus conversation on Reframing Health, Education, and Family in the Black Community.	This event was sponsored by UMSL African American Alumni Chapter, Associated Black Collegians, and the the Black Faculty and Staff. Attendees included faculty, students, staff, and residents from surrounding communities.

Outreach /Recruitment Activity	Date of Activity	Description	Evaluation of Each Activity
Women's History Month Celebrations on campus.	March 2019	<p>Women's History Month Kickoff on 3/4/19 sponsored by the University Program Board, watching documentary "Girl Rising."</p> <p>International Women's Day on 3/6/19 – Diverse panel of women from different backgrounds to ensure and drive gender balance around the world sponsored by Women Empowering Women.</p> <p>HER-Story held on 3/7/19. A Black Executive Speaker panel. HER_Story is an opportunity for students to learn from executives, CEOs, CFOs, and artists alike about what it takes to achieve success. Panelists included individuals from Boeing Company, World Wide Technology, Ernst & Young, and other employers.</p> <p>Women's Trailblazer Program sponsored by the Office of Diversity and Inclusion, recognizing faculty, students, and community females who have made an impact as trailblazers in the community and on campus. This event was held on 3/21/19.</p>	All of these activities were attended by faculty, students, and staff. ODEI representatives were in attendance for some of these events.
Campus Conversation: Hate Speech – Sponsored by UMSL Chancellor's Cultural Diversity Council	3/5/19	Panelists included J.Nicci Warr & Robert Harry-Partners at Stinson Leonard Street LLP; and Kate Humphrey – Crisis Manager at Bayer.	Approximately 30 faculty, students, and staff attended this event. After the panel, there was a Q&A.

Outreach/Recruitment Activity	Date of Activity	Description	Evaluation of Each Activity
Campus Conversation: Intercultural Communication Sponsored by UMSL Chancellor's Cultural Diversity Council	3/19/19	Professors from the Language department discussed theories and practices of experiences of intercultural communication.	Approximately 20 faculty, students, and staff attended this event. After the presentation, there was a Q&A.
Disability Forum on Visual Impairments. Sponsored by Able-Disabled Partnership student group.	3/20/19	Forum where individuals discuss their experiences with visual impairments.	This campus event was attended by several faculty, students, and staff.
Veteran's LinkedIn Training.	3/20/19	Networking event for veterans, family, and community members to get training on how to use LinkedIn.	This event was held as a part of Student Veterans Week activities co-sponsored by area universities.
Flash Mob – National awareness effort to educate people on the use of the R-word (retard/ed) and the positive use of person first language.	4/12/2016	Students from UMSL, and representatives/self-advocates from St. Louis Arc did this flash mob presentation. St. Louis Arc empowers people with intellectual and developmental disabilities and their families to lead better lives by providing a lifetime of high-quality services, employment, family support and advocacy.	This campus event was attended by several faculty, students, and staff.
Disability Forum on Autism	4/16/19	Individuals on the Autism spectrum and professionals discuss their thoughts and experiences.	This campus event was attended by several faculty, students, and staff.
Veterans and Disability Outreach Reverse Career Fair	4/17/19	Event sponsored by UMSL and St Louis ILG, where vendors, employers, D/V community organizations networked and discussed resources for veterans and individuals with disabilities, seeking employment.	170plus participants. 75 employers 90 employer reps 50 CBO's 60 CBO reps (Community Based Organizations).
Campus Conversation: Gun Violence & the Impact on our Communities Sponsored by UMSL Chancellor's Cultural Diversity Council	4/23/19	Panelists – James Clark – VP of Community Outreach at Better Family Life, Dr. Laurie Punch – Co-founder of Stop the Bleed STL & Assistant Professor School of Medicine Washington University.	Approximately 25 faculty, students, and staff attended this event. After the panel, there was a Q&A.

– Self-Audit – For Veterans

**Supporting Data - University of Missouri – St. Louis
Self – Audit (conducted on 11/15/2018)**

VEVRAA AAP Component	Requirements	Date last inspected for compliance and Results of Inspection (Compliant (C) Not Compliant (NC))	Follow-on or remedial actions
Invitation to self-identify at the pre-offer stage of employment process (41 CFR 60-300.42(a))	Ongoing - UMSL invites applicants to self-identify as protected veteran pre-offer using the invitation form provided by UMSL. 41 CFR 60-300.42 (a) and (c).	Nov 15, 2018 (C)	Recurring every November - invite to self-identify.
Invitation to self-identify at the post-offer stage of employment process 41 CFR 60-300.42(b)	Ongoing - UMSL invites applicants to self-identify as an individual with a disability post-offer using the invitation form provided by UMSL. 41 CFR 60-300.42 (b) and (c).	May 1, 2019 (C)	Recurring every May - invite to self-identify.
Employee invitation to self-identify 41 CFR 60-300.42 (c) (d) (e)	UMSL sent reminder to all employees who had not voluntarily self-identified as veteran by email. The email contained a link to the electronic self-id form, and also indicated to employees that paper self-id forms are available in UMSL's HR office. UMSL will extend this invitation to self-identify to employees every five years thereafter.	May 1, 2019 (C)	Remind employees on May 1, 2019, that they may update their status at any time. Issue next invitation to self-identify on November 15, 2019.
Policy Statement 41 CFR 60-300.44(a)	Policy Statement posted on bulletin boards.	Nov 15, 2018 (C)	Chancellor or top executive signs EEO policy annually in November.
	Policy statement made available, as needed, in a form that is accessible and understandable to veterans.	Nov 15, 2018 (C)	
	Policy statement contains required non-discrimination and non-retaliation statements.	Nov 15, 2018 (C)	
	Policy statement indicates top executive support for AAP.	Nov 15, 2018 (C)	
Review of Personnel Processes 41 CFR 60-300.44(b)	UMSL conducts periodic review of personnel processes using procedures designed to facilitate this review.	Nov 15, 2018 (C)	This is ongoing every time a job posting is submitted to ODEI for approval.

VEVRAA AAP Component	Requirements	Date last inspected for compliance and Results of Inspection (Compliant (C) Not Compliant (NC))	Follow-on or remedial actions
Physical and Mental Qualifications 41 CFR 60-300.44 (c)	UMSL provides and adheres to a schedule for reviewing all physical and mental qualification standards in the AAP.	Nov 15, 2018 (C)	
	UMSL demonstrates that, if a physical/mental qualification standard tends to screen out disabled veterans, the standards are job-related and consistent with business necessity.	Nov 15, 2018 (C)	
Reasonable accommodation to physical and mental limitations 41 CFR 60-300.44 (d)	UMSL provides reasonable accommodation to the known physical and mental limitations of otherwise qualified disabled veterans, absent undue hardship.	Nov 15, 2018 (C)	UMSL will review reasonable accommodation procedures and provide training to all managers and supervisors on the proper processing of accommodation requests.
Reasonable accommodation to physical and mental limitations 41 CFR 60-300.44 (d)	If employees who are known disabled veterans experience performance difficulties that may be related to the disability, UMSL confidentially informs the employee of the issue, asks if it is related to the disability, and if so, asks if the employee needs an accommodation.	Nov 15, 2018 (C)	UMSL will provide refresher training to all managers and supervisors regarding this affirmative action duty in Nov 2019.
Harassment 41 CFR 60-300.44 (e)	UMSL has developed and implemented procedures to ensure employees are not harassed on the basis of protected veteran status and provided those procedures in the AAP.	Nov 15, 2018 (C)	
External dissemination of policy, outreach, and positive recruitment 41 CFR 60-300.44(f)	UMSL undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified protected veterans.	Nov 15, 2018 (C)	
	UMSL documents all outreach and recruitment activities and retains such documents for a period of three (3) years.	Nov 15, 2018	Recurring as outreach and recruitment activities occur throughout AAP.

VEVRAA AAP Component	Requirements	Date last inspected for compliance and Results of Inspection (Compliant (C) Not Compliant (NC))	Follow-on or remedial actions
External Dissemination of policy, outreach, and positive recruitment 41 CFR 60-300.44(f)	UMSL conducts an overall assessment annually;	Nov 15, 2018 (C)	
	UMSL documents criteria it uses in its assessment, which includes data collected pursuant to 41 CFR 60-300.44(k) for current year and the two most recent previous years;	Nov 15, 2018 (C)	
	UMSL evaluates each outreach and recruitment activity using the criteria set out and comes to a reasonable conclusion as to whether each activity is effective in identifying and recruiting protected veterans.		
	UMSL provides an assessment of its overall outreach and recruitment efforts and, if it concludes that these overall efforts are not effective, UMSL identifies and implements alternative efforts; and		
	UMSL documents these assessments and retains such documents for 3 years.		
Internal Dissemination of Policy 41 CFR 60-300.44 (g)	UMSL includes its affirmative action policy in the policy manual or make it otherwise available to employees.	Nov 15, 2018 (C)	
	UMSL notifies union officials of its affirmative action policy.	Nov 15, 2018 (C)	

VEVRAA AAP Component	Requirements	Date last inspected for compliance and Results of Inspection (Compliant (C) Not Compliant (NC))	Follow-on or remedial actions
Audit and Reporting System 41 CFR 60-300.44(h)	UMSL has designed and implemented an audit and reporting system that: (a) measures the effectiveness of its AAP, (b) indicates any need for remedial action, (c) determines whether its affirmative action objectives have been reached, and (d) determines whether known protected veterans have had the opportunity to participate in all company sponsored educational, training, recreational and social activities, (e) and measures UMSL's compliance with the AAP's specific objectives	Nov 15, 2018(C)	
	UMSL documents the actions it takes to comply with audit and reporting system obligations and retains these documents as employment records.	Nov 15, 2018	
	UMSL undertakes necessary action to bring AAP into compliance if it finds any deficiencies.	Nov 15, 2018	
Responsibility for Implementation 41 CFR 60-300.44(i)	UMSL assigns an official the responsibility for implementation of its AAP activities whose identity appears on all internal and external communications regarding the AAP and is supported by senior management and staff to implement the AAP.	Nov 15, 2018.	

VEVRAA AAP Component	Requirements	Date last inspected for compliance and Results of Inspection (Compliant (C) Not Compliant (NC))	Follow-on or remedial actions
Training 41 CFR 60-300.44(j)	UMSL trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the AAP are carried out.	Nov 15, 2018(C)	
Data Collection analysis 41 CFR 60-300.44 (k)	UMSL documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains them for a period of three (3) years; The number of applicants who self-identified as protected veterans at the pre-offer stage of employment process; The total number of job openings; Total number of jobs filled; The total number of applicants for all jobs; The number of protected veteran applicants hired; The total number of applicants hired.	Nov 15, 2018 (C)	
Hiring Benchmarks 41 CFR 60-300.45	UMSL establishes a hiring benchmark annually using the national percentage of veterans in the civilian labor force provided by OFCCP and will use the percentage in its next assessment of the effectiveness of UMSL' s outreach and recruitment efforts towards protected veterans.	Nov 15, 2018 (C)	

	Hires		Applicants		Promotions into Job Group	
Total	Vets	Total	Vets	Total	Vets	
551	13	6,038	161	113	1	

Terminations		Layoffs		Recalls	
Total	Vet	Total	Vets	Total	Vets
1,953	9	0	0	0	0

	2017				
Number of applicants who self-identify as protected veterans before an offer of employment is made	161				
Total number of job openings	329				
Total number of jobs filled	287				
Total number of applicants for all jobs	6,038				
Number of protected veteran applicants hired	13				
Total number of applicants hired	551				