

Invitation to Self-Identify for Individuals With Disabilities

Document Number: HR-305.002

Northern Plains Laboratory is a federal contractor subject to section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

DEFINITION:

According to the Americans with Disabilities Act, the term “disability” means, with respect to an individual, an physical or mental impairment that substantially limits one or more of the major life activities of that individual, a record of impairment, or being regarded as having such impairment.

According to the ADA a qualified individual with a disability is an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

INVITATION TO INDIVIDUALS WITH DISABILITIES

If you have a disability, we would like include you in our affirmative action program. If you would like to be included under the affirmative action program, please notify the Internal Support Coordinator at 701-530-5758 or the Laboratory Administrative Director at 701-530-5725.

If you are a qualified individual with a disability, we would like to include you under the affirmative action program. It would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so you can be considered for any positions of that kind, and (ii) any needed accommodations that would enable you to perform the job properly and safely (including special equipment, changes in the physical layout of the job, elimination of certain job related duties, provisions of personal assistance, and other accommodations).

POLICY:

1. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. The information will assist in placing you in an appropriate position and in making any necessary accommodations for your disability.

All applicants are invited to voluntarily inform NPL whether they are individuals with disabilities before an offer of employment is made in

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compliance with 41 CFR 61-741.42(a) using the form prescribed by OFCCP.

The Voluntary Self-identification form is distributed as an addendum to the employment application.

Post job offer, the policy and appropriate forms to voluntarily self-identify, will be distributed during the new employee orientation session. This is in compliance with 41 CFR 61-741.42(b). NPL utilizes the form prescribed by OFCCP to invite this post-offer self-identification.

In compliance with 41 CFR 60-741.42(c), NPL invited all current employees to voluntarily self-identify in July 2014, and will do so every 5 years thereafter. In addition, at least once within the 5 year time frame, employees will be reminded that they may voluntarily update their disability status at any time.

In addition, this form is available in the administrative area for employees to complete at any time.

NPL stores all self-identification responses in a separate file created for this purpose.

2. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be used in ways consistent with Section 503 of the Rehabilitation Act.
3. The information you submit will be kept confidential, except that (i) managers and supervisors may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a conditions that might require emergency treatment and (iii) government officials engaged in enforcing the Americans with Disabilities Act, as amended, may be informed.
4. A written copy of this Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours, in the Administrative Area. Interested persons should contact the Internal Support Coordinator at 701-530-5758 for assistance.
5. Any applicant or employee that feels they have been subject to harassment, intimidation, threats or discrimination should contact the Internal Support Coordinator at 701-530-5758. An alternate route of reporting such claims would be to contact the Laboratory Administrative Director at 701-530-5724 or the Medical Director at 701-530-6683.