

The University of Wisconsin System

UPS OPERATIONAL POLICY: EEO 3



SUBJECT: Employment of Veterans

Original Issuance Date: July 1, 2015

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this policy is to ensure equal employment opportunity in the hiring and retention of veterans at all UW Institutions.

2. POLICY BACKGROUND:

The affirmative action provisions of the [Vietnam Era Veterans' Readjustment Assistance Act of 1974 \(VEVRAA\)](#) prohibits job discrimination and requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified Vietnam era veterans, special disabled veterans, recently separated veterans, and veterans who served on active duty during a war on in a campaign or expedition for which a campaign badge has been authorized. This law is enforced by the [Veterans' Employment and Training Service \(VETS\)](#).

All federal contractors and subcontractors with contracts exceeding specific thresholds must take affirmative action to hire and promote qualified targeted veterans. In addition, each year they are required to file a [VETS-100](#) report which shows the number of targeted veterans in their workforce by job category, hiring location, and number of new hires.

3. POLICY DEFINITIONS:

Please see the Definitions Operational Policy for a list of general terms and definitions.

Definitions specific to this policy:

“University” means any of the following: UW-Eau Claire; UW-Green Bay; UW-La Crosse; UW-Milwaukee; UW-Oshkosh; UW-Parkside; UW-Platteville; UW-River Falls; UW-Stevens Point; UW-Stout; UW-Superior; UW-Whitewater; UW Colleges; UW-Extension; UW-System Administration.

“Special disabled veteran” is a veteran 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 Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. § 3106 to have a serious employment handicap; or is a person who was discharged or released from active duty because of a service-connected disability.

“Veteran of the Vietnam era” is an eligible veteran any part of whose active military, naval, or air service was during the Vietnam era.

“Other protected veteran” is a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.

“Recently separated veteran” is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

“Affirmative actions” are the actions, policies, and procedures designed to achieve equal employment opportunity. The affirmative action obligation requires (1) thorough, systematic efforts to prevent discrimination from occurring or to detect it and eliminate it as promptly as possible; and (2) proactive recruitment and outreach measures.

4. POLICY:

It is the policy of the University of Wisconsin System to practice nondiscrimination and take affirmative action in employment with respect to covered veterans. Affirmative actions are the actions, policies, and procedures designed to achieve equal employment opportunity. The affirmative action obligation requires (1) thorough, systematic efforts to prevent discrimination from occurring or to detect it and eliminate it as promptly as possible; and (2) proactive recruitment and outreach measures. UW institutions are also required to develop a written affirmative action program. Institutions may develop a single Affirmative Action Plan that satisfies both requirements under 41 C.F.R. §§ 60-300.44 and 60-250.44.

Institutions are required to make good faith efforts to employ qualified covered veterans. An acceptable plan shall contain, but not necessarily be limited to, the following steps:

- Create partnership arrangements with local and national recruiting sources for referral of qualified covered veteran applicants;
- Establish a relationship with the Local Veterans' Employment Representative or his or her designee;
- Recruit covered student veterans at educational institutions;
- Create partnership arrangements with veterans' service organizations to employ qualified covered veterans;
- Establish relationships with the Veterans Administration Medical Center job placement programs;
- Advertise job openings and recruit qualified covered veterans during company career days and/or related activities in the local community;
- Seek qualified covered veterans for employment opportunities; and advertise job openings and recruit qualified covered veterans during company career days and/or related activities in the local community;
- In addition to listing specific employment opportunities, contact the appropriate employment delivery systems when new federal contracts are obtained, or when significant hiring will occur; and
- Institutions may adopt additional practices to promote the hiring and retention of veterans.

5. RELATED DOCUMENTS:

[Jobs for Veterans Act](#)

[VETS Fact Sheet](#)

[VETS 100 & 100A Annual Reporting](#)

6. POLICY HISTORY:

FINAL DRAFT