



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

**Compliance with  
Vietnam Era Veterans'  
Readjustment Assistance  
Act of 1974**

**Policy 3.04**

Volume 3 AA/EEO  
Chapter 4 Compliance with  
Vietnam Era Veterans'  
Readjustment Assistance Act of  
1974

Responsible Office: AA/EEO  
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**Policy Statement**

The Medical College of Georgia ensures that all Vietnam Era and/or disabled veterans who are current employees of the institution, applicants for employment, or enrolled students are afforded equal employment opportunity in maintaining their present position and/or being considered for a position provided they are qualified. This policy includes all aspects of employment, hiring, promotion, demotion or transfer, recruitment, advertising, layoff or termination, salary and other compensation, and selection for training.

**Reason For Policy**

The Medical College of Georgia is a government contractor subject to Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, which requires government contractors to take affirmative action to employ and advance in employment qualified veterans and veterans of the Vietnam era.

**Entities Affected By This Policy**

All employees, applicants for employment, and students of the Medical College of Georgia who are Vietnam era veterans are covered by this policy.

**Who Should Read This Policy**

All employees of the Medical College of Georgia should be aware of this policy. All employees who are involved with hiring other employees must be aware of and follow this policy.

**Contacts**

Contact	Phone	e-mail/URL
Director AA/EEO Office	706-721-7782, AE 1057	SoWalker@mail.mcg.edu
AA/EEO Specialist	706-721-7782, AE 1057	ABoston@mail.mcg.edu <a href="http://www.mcg.edu/aaeeo/index.htm">http://www.mcg.edu/aaeeo/index.htm</a>

**Website Address For This Policy**

<http://www.mcg.edu/aaffairs/policies/pdfs/p304.pdf>

## Related Documents

Veterans Readjustment Assistance Act as amended, 38 U.S.C. 4212:  
<http://www.dol.gov/esa/regs/compliance/ofccp/fsvevraa.html>

Medical College of Georgia, ARSA Policy 3.03. Compliance with Rehabilitation Act of 1973 and Americans with Disability Act:  
<http://www.mcg.edu/aaffairs/policies/pdfs/p303.pdf>

## Definitions

These definitions apply to these terms as they are used in this policy:

### **Handicapped or disabled individual**

Per Federal law, any person who has a physical or mental impairment that substantially limits one or more of such a person's major life activities, has a record of such impairment, or is regarded as having such an impairment.

## Overview

The Medical College of Georgia is a government contractor subject to Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, which requires government contractors to take affirmative action to employ and advance in employment qualified veterans and veterans of the Vietnam era. This policy addresses what actions the institution will take to maintain compliance and what the employee, or prospective employee, who is a Vietnam era or disabled veteran, should or can do.

## Process/Procedures

All programs and organizations at the Medical College of Georgia are available for participation by all individuals (employees or students). In order to ensure equal employment opportunity for disabled veterans, students and employees are encouraged to identify their disability (ies) so that the Medical College of Georgia can determine what reasonable accommodations can be made if necessary.

### **Invitation to Identify**

Under Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Medical College of Georgia is required to take affirmative action to employ and advance in employment qualified veterans and veterans of the Vietnam Era. Employees may request consideration under this affirmative action program and are invited to identify themselves as such. This information is voluntary and refusal to provide it does not subject the employee to discharge or disciplinary treatment. All employees and applicants for employment are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under this Act. Information obtained concerning individuals shall be kept confidential except that:

- Supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations
- First aid and safety personnel may be informed when and, to the extent appropriate, if the condition might require emergency treatment.

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To assure proper placement of all employees, disabled veterans are asked to provide the following information:

- If the disability might affect job performance or create a hazard to the employee or others in connection with the job, explain what skills or procedures would be used to perform the job, notwithstanding the disability
- The accommodations that could be made to enable the employee to perform the job properly and safely, including special equipment, or changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

**Responsibilities**

The responsibilities each party has in connection with ARSA Policy 3.04, Compliance with the Vietnam Era Veterans' Readjustment Assistance Act of 1974 are:

Director AA/EEO Office	Ensure that MCG is in compliance with Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974
AA/EEO Specialist	Provide special services to veterans with disabilities, as described above
Employees who are disabled veterans	Voluntarily identify oneself to the AA/EEO Office and request special requirements, if necessary