EXECUTIVE SUMMARY

COMPLIANCE OBLIGATIONS AND OVERVIEW

The Duke University and Duke Health Affirmative Action Plan for Veterans and Individuals with Disabilities is prepared annually in accordance with Section 503 of the Rehabilitation Act of 1973, the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) of 1972 and their implementing regulations in 41 CFR 60. The U.S. Department of Labor (DOL) has designated the Office of Federal Contract Compliance Programs (OFCCP) to administer and enforce each of the above. The Plan documents are not submitted to any specific government entity, but are retained on the premises for examination by the OFCCP, possibly other agencies, and for responding to compliance reviews and inquiries.

With the 2018 Plan updates, Duke’s Office for Institutional Equity (OIE) brings a new set of opportunities and challenges to the Duke community. The “Duke University and Duke Health Affirmative Action Plan for Veterans and Individuals with Disabilities (Section 503 and VEVRAA) 2018” outlines Duke’s policies, procedures, and good faith efforts to support veterans and individuals with disabilities in all aspects of employment.

This Plan is a compliance document fulfilling part of the responsibilities of Duke as a federal contractor. In addition to complying with federal regulations, the annual updates to the Plan allow it to be used as a management tool for the Institution. It includes those policies, practices and procedures that we implement to ensure equal employment opportunity. The Plan serves as a guide in monitoring progress and developing initiatives to enhance equal opportunity, and sustaining diversity and equity efforts in all sectors of employment at Duke University and the Duke Health. The process for developing the Plan allows us to engage in self-analysis for discovering any barriers to equal employment opportunity.

The affirmative action plan document includes:

- **Executive Messages** – Messages by senior leaders reaffirming Duke’s commitment and support for diversity and inclusion.

- **Program and Plan Introduction** – Provides an overview of the purpose and goals for the Program. The section also includes Duke’s Equal Employment Opportunity statement, as well as dissemination, implementation, and enforcement of the Plan.

- **Policies and Procedures** – This section includes relevant policies and procedures. The policies and procedures include the Confidentiality Policy, Voluntary Self-Identification Policy, the Reasonable Accommodation Process, and the Disability Accommodations Grievance Procedure.

- **Outreach and Positive Recruitment** – Duke engages in outreach efforts to seek qualified veterans and individuals with disabilities. Several programs and publications are designed to increase awareness and understanding of the
needs and challenges presented to these individuals and to make employment and advancement opportunities more accessible. Duke has developed a collaborative relationship with the Division of Employment Security, NC Works Career Center (formerly JobLink), North Carolina Blind and Visual Services, State of North Carolina Department of Health and Human Services, Veterans Administration Hospital, and the Division of Services for the Deaf and the Hard of Hearing. Training sessions are regularly offered for Duke Human Resources Central Recruitment staff to reinforce Duke’s policy and procedures, as well as its commitment and support for diversity and inclusion.

- **Monitoring and Reporting** – In accordance with 41 CFR 60 2.17(d) Internal Audit and Reporting System requirements, Duke has developed a systematic and comprehensive approach to measure the effectiveness of affirmative action programs and initiatives. There are several processes and reports that allow us to systematically compile, analyze, and share data. In addition to the regulatory compliance obligations, commitment to diversity and equity drives our monitoring efforts.


The Office for Institutional Equity monitors applicant and employee data for individuals who have self-identified as a veteran and/or having a disability. The Duke Disability Management System maintains data on individuals who have indicated the need for reasonable accommodations. Duke retains all records relating to employment decisions for a period of three years from the date the record was made, or the date of the selection decision, whichever occurs later. These records may include but are not limited to: job descriptions, applications and resumes, interview notes, tests and test results, transactional, compensation, requests for accommodation, etc.

Pursuant to regulations, the Office for Institutional Equity prepares and submits an annual report, VETS-4212, to the Veterans’ Employment and Training Service, DOL. An example of this report is included in Appendix H of the Plan.

An institutional audit and reporting system includes the measure of program effectiveness, and progress towards meeting regulatory obligations and institutional goals of diversity and equity. All personnel records are reviewed to determine the effectiveness of Duke’s program for veterans and individuals with disabilities. Self-assessment is conducted periodically to examine patterns, trends, and effectiveness of institutional policies and practices. Periodic reports are issued setting forth analyses of workforce demographics and trends in personnel activity.
ADDITIONAL INFORMATION AND SUPPORTING DATA

Supplemental data on veterans and individuals with disabilities at Duke, as well as additional resources, are available upon request from the Office for Institutional Equity.