**Harvard University**

**Invitation to Employees to Voluntarily Self-Identify for Disability Status**

**FREQUENTLY ASKED QUESTIONS**

The following FAQ were prepared by the Office of the Assistant to the President for Institutional Diversity & Equity in partnership with the Harvard Human Resources office to assist the University community in completing the voluntary self-identification for disability status under the new government mandated protocol. If you have any further questions about the invitation to self-identify, please contact your local human resources representative.

**Why is the University asking employees to designate their disability status?**

Harvard University is a federal government contractor, so is subject to laws regarding Affirmative Action and Equal Employment Opportunity. These federal laws include Section 503 of the Rehabilitation Act of 1973, as amended, which bans discrimination and requires Federal contractors and subcontractors to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to disability status.

As part of these obligations, Harvard is required to provide reports to the government regarding the composition of its workforce, and to assess its affirmative action efforts.

**Do I have to self-identify?**

The Self Identification form is voluntary, but encouraged. As a Harvard community member, your input helps strengthen and focus our diversity and inclusion efforts by helping Harvard evaluate and improve our recruiting, hiring, and retention efforts.

**Where does this information go, and who has access to it?**

This information is confidential employee information, securely stored in the *Peoplesoft* system, and is accessible only to authorized personnel. It will not be used as the basis for any employment decision(s) affecting you. The data are periodically aggregated and reported to the Office of the Assistant to the President for Institutional Diversity & Equity for analysis and federal reporting purposes, which will also assist Harvard in identifying potential barriers to equal employment opportunity.

**What if I don’t have a disability or I wish to decline to provide this information?**

As a federal contractor, Harvard must demonstrate its good faith efforts to collect this data to assess its affirmative action efforts, so submitting 1 of the 3 choices (Yes or No or I don’t wish to answer) will help us do so.

The option “I don’t wish to answer" is provided, as submission of this information is voluntary. Declining to provide it will not subject you to any adverse treatment. We hope that employees who do not wish to share this information will still login to *Peoplesoft* and designate this choice, because doing so still helps the Harvard comply with reporting requirements.

**What if I’ve already provided this information before – either as an applicant or as an employee? And what if I need to change my status?**

Even if you’ve provided this information before either as an applicant or new hire, please review and designate your current status to ensure that Harvard has your most current information. You may also change your status at any time in Peoplesoft if your status changes.

**How do I know if I have a disability - how did the examples of disabilities on the federal form come about?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. The federal government has broadened conditions that may be considered a disability. The online form in Peoplesoft includes a broad list of physical and mental conditions that may be considered a disability under the Americans with Disabilities Act (ADA). You may also access the definitions directly on the form posted on this federal link:

<http://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/VoluntarySelf-ID_CC-305_ENG_JRF_QA_508c.pdf>

This U.S. Department of Labor link also provides the form in many languages other than English: Spanish, Chinese, French, German, Japanese, Korean, Russian:

<http://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/SelfIDForms.htm>

The wording and definitions listed on the “Voluntary Self-Identification of Disability” form were determined by the Office of Federal Contract Compliance Programs (OFCCP), and approved by the Office of Management and Budget. Harvard had no role in developing this form, or the definitions therein, which is required by Section 503 of the Rehabilitation Act - to present the “Voluntary Self-Identification of Disability” form exactly as written.

**What is the process for requesting a workplace accommodation(s) at Harvard if I have a disability?**

Staff and faculty with a physical or mental impairment that substantially limits her/his ability to perform the essential functions of her/his job position may request to explore possible coverage under the ADA and associated reasonable accommodation.

For information on requesting workplace accommodations at Harvard, contact your local Human Resources office to initiate the process of exploring possible reasonable accommodations. Additionally, University Disability Services (UDS) serves as a central resource on disability-related information. UDS is located in Smith Campus Center (formerly Holyoke Center) Suite 727W. UDS can also be contacted at disabilityservices@harvard.edu, 617-495-1859, or <http://accessibility.harvard.edu/pages/work-accommodations-employees>.