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**To:** CSU Presidents

Supercedes HR 2001-30

**From:** Jackie R. McClain   
Vice Chancellor  
Human Resources

**Subject:** **Veteran and Disability Information on the Legal Employment Record**

This policy is being reissued to update the special disabled veteran definition.

In accordance with the Americans with Disabilities Act (ADA), the Federal Contractor Veterans' Employment Report (VETS-100), and state laws requiring confidentiality of information related to disability and/or medical condition, the veteran and disability information currently collected for CSU employees will be changing. This information is maintained for each employee on his/her legal employment record in Personnel Information Management System (PIMS), which is the legal employment history system maintained by the State Controllers' Office (SCO) for the CSU. This HR Letter outlines the policy changes required to the veteran and disability information.

➤ **DISABILITY STATUS**

Currently, the CSU tracks diagnosis codes on employees who have indicated they are disabled. **Effective 10/31/01, diagnosis codes will no longer be maintained in PIMS. In addition, the Employee Disability Status Survey provided in FSR 89-50 which includes specific "disability factors and descriptions" should no longer be used by campuses.** As required by federal and state laws, any information related to an employee's disability and/or medical condition must be kept confidential; therefore, the diagnosis information currently stored in PIMS which corresponds to particular disabilities and/or medical conditions will be deleted from the employees' record. The SCO will key these changes on behalf of the campuses beginning the week of 11/5/01. Campuses with a bona fide reason to survey employees with disabilities should consult the Chancellor's Office Employee Relations and General Counsel.

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**Distribution:**

Chancellor Reed  
Associate Vice Presidents, Deans, Faculty Affairs  
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EEO Directors  
SOSS Director  
Payroll Directors

➤ **VETERAN/DISABILITY STATUS**

Effective 10/31/01, the new veteran/disability categories tracked on all CSU employees' records will be changed to mirror VETS 100 categories. This change will assist campuses in collecting appropriate data for the annual VETS 100 reporting. The VETS 100 reporting definitions are outlined below:

**Veteran of the Vietnam-era:** denotes a veteran who:

- (1) served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, if any part of such active duty occurred:
  - (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
  - (ii) between August 5, 1964 and May 7, 1975 in all other cases; or
- (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed:
  - (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
  - (ii) between August 5, 1964 and May 7, 1975 in all other cases.

**Special Disabled Veteran:** denotes a veteran who:

- (1) 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:
  - (i) rated at 30 percent or more; or
  - (ii) rated at 10 or 20 percent if it has been determined that the individual has a serious employment disability, or
- (2) was discharged or released from active duty for a service connected disability.

**Other Eligible Veteran:** a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

**None of the Above**

Veteran/Disability information on the employee's record will be converted as follows:

Current Category		New Category
○ Disabled Veteran, Vietnam Era	⇒	Veteran of the Vietnam-Era (includes disabled and non-disabled veterans)
○ Disabled Veteran, Not of Vietnam Era	⇒	Special Disabled Veteran
<i>New Category</i>	⇒	Other Eligible Veteran
○ Disabled Person, Disability Not Service Connected	⇒	None of the Above
○ No Disabilities Reported	⇒	None of the Above
○ No Response	⇒	None of the Above

**It is important that campuses survey their employee population to identify and verify that affected employees are appropriately placed in their respective category.** For example, note that new definition of “Veteran of the Vietnam-Era” includes both disabled and non-disabled veterans. However, the previous definition only included disabled Vietnam veterans. In addition, “Other Eligible Veteran” is a new category. Without surveying employees and updating the employment record, these employees will not be captured in PIMS for future reporting.

In order to ensure that the legal employment record reflects the appropriate veteran status for VETS-100 reporting, **the legal employment record in PIMS must be updated no later than February 28, 2002**, in time for the Fall 2002 VETS 100 reporting.

Detailed processing instructions for the PIMS conversion is provided in technical letter HR/EHDB 2001-04.

Questions regarding this policy should be directed Employee Relations at (562) 951-4425. This HR Letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/ms