

Date: August 29, 2008

Code: HR 2008-13

To: CSU Presidents

TIME SENSITIVE

From: Gail E. Brooks 
Interim Vice Chancellor
Human Resources

Due October 31, 2008

Subject: **Affirmative Action Plan Update**

Overview

Audience: Employees responsible for compiling and updating the affirmative action programs

Action Items: Submit the campus's current affirmative action programs to the Chancellor's Office by October 31, 2008

Affected Employee Groups/Units: All

Summary

Pursuant to federal regulations, each campus is required to maintain and annually update an affirmative action program. Each year, the campuses are requested to submit a copy of their current affirmative action program to the Chancellor's Office. The submission deadline this year is October 31, 2008.

Each campus is expected to annually update its Affirmative Action Plan pursuant to the Board of Trustees Nondiscrimination Policy, Executive Order 883, and federal regulations implementing U.S. Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam-Era Veterans Readjustment Assistance Act of 1974, as amended.

Please send one copy of your current Affirmative Action Plan to Ms. Maria Santos, Senior Director, Campus Relations & Dispute Resolution, by **October 31, 2008**. For campuses whose affirmative action plan year begins on or before August, the current plan is the 2008-2009 Affirmative Action Plan. For campuses whose affirmative action plan year begins on or after September, the plan that is current is the 2007-2008 Affirmative Action Plan.

New regulations enacted on September 7, 2007 and June 18, 2008 have amended the the Vietnam Era Veterans Readjustment Assistance Act of 1974 ("VEVRAA"). As a result, the categories of veterans protected by the VEVRAA were revised to comprise the following groups: Disabled veteran, Recently separated veteran, Armed Forces service medal veteran, and Other protected veteran. Going forward, the campuses must use these new categories of veterans in their affirmative action programs for veterans. For more information regarding the changes brought about by the new regulations, see Coded Memorandum HR 2008-12 – Changes in the Affirmative Action Program for Veterans and Impact on Data and Reporting.

Distribution:

Chancellor
Human Resources Directors
EEO Directors

The Chancellor's Office will continue the practice of discarding the affirmative action plan you submitted last year unless you notify Ellen Bui as soon as possible that you would like it returned to you. However, campuses are reminded to maintain on file two affirmative action plans, one for the current affirmative action year and one the immediately preceding affirmative action year, consistent with federal recordkeeping obligations. 41 CFR 60-1.12(b).

Questions may be directed to Ellen Bui at (562) 951-4427. This HR memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/eb