

Date: July 16, 2009

Code: HR 2009-10

To: CSU Presidents

TIME SENSITIVE
Due August 31, 2009

From: Gail E. Brooks
Vice Chancellor 
Human Resources

Subject: Affirmative Action Plan Update

Overview

Audience: Campus designees responsible for compiling and updating the Affirmative Action Programs

Action Items: Submit the campus's current Affirmative Action Program to the Chancellor's Office by August 31, 2009

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 August 31, 2009.

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 Ellen Bui, Senior Manager, EEO, by **August 31, 2009**. If your affirmative action plan year ends on or before August 31st, then your current plan is the 2009-2010 Affirmative Action Plan. If your Affirmative Action Plan year ends after August 31st, then your current plan is the 2008-2009 Affirmative Action Plan.

Regulations enacted on September 7, 2007 and June 18, 2008 have amended 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. Campuses must use these categories of veterans in the Affirmative Action Program for Veterans. For more information regarding these regulatory changes, 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 by August 31, 2009 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