

## FAQs: invitation to Self-Identify Disability Status

**1. Why is UWF asking employees to identify their disability status?**

The University of West Florida is a federal contractor subject to Sections 503 of the Rehabilitation Act of 1973 (as amended). The regulations require covered federal contractors to invite applicants and employees to inform the contractor whether they are an individual with a disability as part of several quantitative comparisons of workplace data used to aid contractors in their efforts to recruit and hire IWDs, and improve job opportunities for individuals with disabilities. Under federal law, UWF is required to invite current employees to self-identify every five years.

**2. I already completed this form when I applied and/or was hired for a job at UWF. Do I need to do it again?**

The regulations governing federal contractors require that contractors invite their employees to self-identify as individuals with disabilities every five (5) years. Because disability status can change at any time, your participation at this time helps ensure that the data measured is current and accurate. If your status ever changes, you may submit a new self-identification form at any time.

**3. Am I required to complete the disability self-identification form?**

No. Completing this form is voluntary; an employee's refusal to self-identify does not have negative consequences. However, we hope you will participate as it helps UWF measure the effectiveness of our ongoing efforts to recruit, hire, promote and retain individuals with disabilities. Your participation also helps UWF demonstrate its good faith efforts as a federal contractor to collect this data to assess its affirmative action efforts.

**4. What if I don't want to provide this information?**

The form has a response option of "I don't wish to answer." Declining to provide it will not subject you to any adverse treatment.

**5. Why should I complete the self-identification form if I do not have a disability?**

Without information provided by individuals without disabilities we would not have representative workplace data for measurement purposes and accurate reporting.

**6. Who has access to the disability information that I provide?**

The information provided will be kept confidential in the ADA Programs office and will only be used to calculate an anonymous, aggregate report for the Office of Federal Contract Compliance Programs (OFCCP) as mandated by law.

**7. How do I know if I have a disability?**

Under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), "disability" means, with respect to an individual: a physical or mental impairment that substantially limits one or more major life activities or have a record of having such an impairment. The Department of Labor defines "major life activities" as follows:

(A) Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(B) A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**8. How is the disability information used?**

The information will be used to comply with reporting requirements. The summary data will be used to measure how UWF is doing in comparison to the utilization

**9. Can my disability information be used in making employment decisions?**

No. This information is collected for affirmative action reporting requirements only. This information is confidential and does not become part of an employee's personnel file.

**10. If I self-identify as disabled, do I have to provide medical information or documentation to verify that I have a disability?**

No, the self-identification form does not require employees to specify the type of disability or provide documentation of a disability. You will **not** be contacted to discuss your self-identification response.

**11. What is the process for requesting a workplace accommodation if I have a disability?**

Please visit the UWF ADA Programs website for workplace reasonable accommodation information at [uwf.edu/ada](http://uwf.edu/ada)

**12. What if I need to change my disability information in the future?**

You can complete the self-identification form at any time. The Voluntary Self-Identification form is located on the [Human resources web page](#) and can be printed and returned to Human Resources (confidential fax: 850-474-6030). If you are an employee with a disability and believe that you might require a reasonable accommodation to perform your job, please review information about the process on our [ADA Programs website](#).

**13. Who do I contact if I want more information or have questions or concerns self-identifying?**

For more information regarding the [Voluntary Self-Identification Survey](#), please see our [Self-Identification FAQ's](#) or contact the Human Resources department at 850-474-2694. [ADA Programs at 474-2694]

For information about UWF's policies and procedures pertaining to disability leave, family medical leave, and military leave, please visit the [Human Resources webpage](#) or contact [Human Resources](#) at 850-474-2694.