

Self-Identification FAQ's

Voluntary Self-Identification of Disability Survey

(Survey opens on 01/01/2015)

Please refer to the following responses to potential questions from our employees regarding the Voluntary Self-Identification of Disability Survey. We want to ensure employees feel comfortable understanding the intent of the survey as well as responding and disclosing a disability.

1. **Why is my company asking me to complete this form at this time?** Due to a new regulation for Federal contractors, our company is required to collect information from employees through a formal disability survey.
2. **Who is being surveyed on Disability?** All Federal Contractors are required to survey their US employees using the Self-Identification of Disability form provided by the government. Participation is *voluntary*, although our company may be required to provide the DOL the communication sent to employees and use of the required form.
3. **How will the information be used?** The information will only be used to comply with reporting requirements. The information will not be used against employees in any way. The summary data will be used to measure how our company is doing in comparison to the utilization number determined by the Department of Labor (DOL). In the event of an external audit by the DOL, only summary data will be reported.
4. **What is the utilization goal?** The utilization goal is 7%. The DOL administers the number for Companies to measure how they are doing in hiring and retaining individuals with disabilities. The information will help our company measure how we are doing in comparison to the set utilization number.
5. **Will this information be stored in my personnel file?** No. The data will be retained separate from your personnel or benefits file and will only be available for AAP Purposes.
6. **Will I be asked to complete the survey in the future?** Yes, because a person may become disabled at any time, our company is required to ask all employees to update their information every five years.
7. **Do I have to complete the form?** No, it is voluntary, you are not required to complete the form. The form has a response option of "I don't wish to answer" or you may contact the Training Department to remove the class assignment from "My Training Needed":
Contact Name - 111-222-3333 or email Contact.Name@ourcompany.com
Contact Name - 222-333-4444 or email Contact.Name2@ourcompany.com
8. **What is a disability?** Under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), a disability is an impairment or medical condition that substantially limits a major life activity or a *history* of such impairment or condition. Major life activities include major bodily functions. See the following definitions from the DOL:
 - 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. **Major Bodily Functions** include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
9. **Do I have to provide medical information for this process? No verification is required.** You will not be contacted to discuss further.
10. **Can I change my Disability status in the future?** Yes, because disability status can change at any time, you can update your status using the same survey form. The survey form will be available on the company portal after the initial request.
11. **If I self-identify, will it have an impact on my benefits premiums?** No.
12. **How are requests for accommodations handled?** Please refer to the accommodation request forms and process notes published in the HR Workspace under LDA (Inside Our Company > Workspace >HR Professional > LDA (Under Benefits)).