

Disability Self-Identification Form Frequently Asked Questions (FAQ)

Question: Who is asking me to fill out the disability self-identification form?

We are asking all employees to complete the self-identification form to comply with amended regulations issued by the United States Department of Labor Office of Federal Contracts Compliance Program (OFCCP).

Question: Why am I being asked to fill out the disability self-identification form?

Changes in federal regulations require each CSU campus to take specific actions in its affirmative action programs for individuals with a disability, including inviting current employees to self-identify as an individual with a disability once on or before the start date of the campus's next Affirmative Action Plan (October 1, 2014 for Sacramento State) and every five (5) years thereafter.

Question: Am I required to complete disability self-identification form?

No. While completing this form is voluntary, we would appreciate your participation so that we may monitor the attainment of our goals to reach out, hire and provide equal opportunity to qualified persons with disabilities. However, completion of the self-identification form is voluntary; an employee's refusal to self-identify does not have negative consequences.

Question: If I say that I do have a disability, will this go in my personnel file?

No. This information is collected for the sole purpose of the AAP reports which are prepared each year. This information does not become part of the employee's personnel file. Additionally, the self-identification does not require employees to specify the type of disability or to provide documentation of the disability.

NOTE: An employee's checking the box "Yes, I have a disability (or previously had a disability)" on the self-identification form does not give rise to the campus' obligation to engage the employee in a good-faith interactive discussion to identify a reasonable accommodation. Generally, the employee must inform the campus that he or she needs accommodation before the campus is mandated to begin this interactive process. However, under both state and federal laws, if the employer knows an employee has a disability, knows that the employee has difficulty performing his or her job, and it is reasonable to conclude that the

disability may be related to the performance difficulty, then the employer may ask the employee if he or she needs a reasonable accommodation.

Question: If I do have a disability that I did not disclose before, will disclosing that disability negatively affect my job?

Absolutely not.

Question: What if I am not disabled now but I become disabled in the future? Can I update my information then?

Yes. You may update your information at any time.

Question: How often will I be asked to complete the disability self-identification?

Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. However, you may submit a new self-identification for at any time if your status changes.

Question: Where can I find the disability self-identification?

You may complete the self-identification form here: [Disability Self Identification Form](#). Please complete the form and click on the "Submit" button to send the form electronically to the OEO (your return email will go to rkewis@csus.edu).

Alternatively, the self-identification form is available on the Sacramento State Human Resources webpage at (insert link). You may print the form and send a completed copy to Human Resources at campus zip 6032.

Question: What if I need a disability related reasonable accommodation in order to perform my job?

If an employee does request a reasonable accommodation, the campus would need to engage in an interactive dialogue with the employee to determine a reasonable accommodation. As part of the interactive process, the campus may, consistent with the Americans with Disabilities Act (ADA), California Fair Employment Housing Act (FEHA) and their implementing regulations, request the employee provide documentation of the need for accommodation.

Question: Who do I contact with questions?

If you have any questions, or if you need reasonable accommodations due to a disability, please contact William Bishop at william.bishop@csus.edu or the OEO Administrative Coordinator, Regeena Lewis, at 8-5770.