

AFFIRMATIVE ACTION PROGRAM
FOR
INDIVIDUALS WITH DISABILITIES

College of Southern Maryland

La Plata, MD

October 1, 2022 through September 30, 2023

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Preface

College of Southern Maryland, (also referred to as the College), is committed to the concept and practice of equal opportunity and affirmative action. In preparing this Affirmative Action Program (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. § 793) and its implementing regulations (41 C.F.R. Part 60-741) and the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission ("EEOC") (29 C.F.R. Part 1608). Nothing contained in this AAP or its supporting data should be construed as an admission by the College, in whole or in part, that it has contravened any federal, state, or local employment practice laws, or to sanction the discriminatory treatment of any person.

While the College firmly believes in dissemination of its affirmative action policies and equal employment opportunity practices and makes the non-data components of this AAP available for review to employees and applicants upon request, the AAP remains a proprietary document of the College. Moreover, the data on which the College has relied in preparing this AAP are confidential and sensitive, and the College believes release of the data would subject the College to commercial harm. Reports that require specific data, such as names of employees and salary information, are not an official part of this AAP. This information is on file at the College as Documentation and Supporting Data for AAP Reports, and is available for review only as required by law.

If this AAP or any supporting data or documentation are submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the Executive Order, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act and/or any implementing regulations (as any or all have been or may be amended), the Equal Employment Opportunity Commission, any local or state fair employment practice agency, or any other federal, state or local government agency, those documents and the information they contain are to be considered confidential and not subject to disclosure without notifying the College of the agency's decision to disclose and providing the College with ample time to contest the disclosure. Advance notice of disclosure should be sent to Sybol Anderson & Ivan L. Smith. The College requests this information be treated as exempt from public disclosure under the Freedom of Information Act, 5 U.S.C. § 552.

No information contained in the AAP or any supporting data or documentation is to be copied, removed from the premises, or released to other individuals without a prior notification to and permission from the College.

This AAP does not constitute an express or implied contract between the College and its employees, job applicants, or other persons, nor does it change in any way the basic at will employment relationship all College employees have with the College. Nothing in this AAP creates a private right of action on behalf of any individual or group against the College.

Equal Employment Opportunity and Affirmative Action Statement of Policy

41 C.F.R. 60-741.44(a)

It is the policy of College of Southern Maryland not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities, provided the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. This policy applies to all jobs at the College. The College will continue to take affirmative action to ensure individuals are employed, and employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows.

Employment decisions at the College are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, promotion, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination because of any basis protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The College makes, and will continue to make, reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodation would impose an undue hardship on the operations of the College.

College of Southern Maryland and its President are fully committed to the principles of equal employment opportunity and affirmative action and support the successful implementation of the College's Affirmative Action Programs. Sybol Anderson & Ivan L. Smith, Affirmative Action Officers for the College, have been appointed with responsibility for implementation of the College's affirmative action activities. The Affirmative Action Officers have the full support of top management to fully implement this Program. All managers and supervisors will take an active part in the College's AAP to ensure all

qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, College of Southern Maryland will solicit the cooperation and support of all employees for the College's Equal Employment Opportunity and Affirmative Action Statement of Policy.

The College's Affirmative Action Program includes an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the Program. The Affirmative Action Officers have been assigned responsibility for periodically reviewing progress with compliance and implementation of the College's affirmative action policy. In accordance with public law, the College's Affirmative Action Program for qualified individuals with disabilities and the Affirmative Action Program for protected veterans are available for inspection in the Human Resources Department, 9 - 5 upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations or exercising any other right protected by such laws or regulations. College of Southern Maryland will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Dr. Maureen Murphy

President

10/1/22

Definitions

41 C.F.R. 60-741.2

"DISABILITY" means, generally, (i) a physical or mental impairment that substantially limits one or more of an individual's major life activities, (ii) a record of such impairment, or (iii) being regarded as having such impairment.

For the purposes of this Program, a disability is substantially limiting if it substantially impairs the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict the individual from performing a major life activity to be considered substantially limiting.

For the purposes of this Program, major life activities include but are not limited to the operation of a major bodily function, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.

"A QUALIFIED INDIVIDUAL" means an individual who satisfies the requisite skill, experience, education, and other job-related requirements for the particular position he/she holds or desires and who is capable of performing the essential functions of that position, with or without reasonable accommodation.

Responsibility for Implementation

41 C.F.R. 60-741.44(i)

College of Southern Maryland has assigned primary management responsibility and accountability for ensuring full compliance with the Affirmative Action Program to Sybol Anderson & Ivan L. Smith, the Affirmative Action Officers of the College. The Affirmative Action Officers have the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The identities of the Affirmative Action Officers appear on internal and external communications regarding the College's equal employment opportunity and affirmative action policies.

The duties of the Affirmative Action Officers and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with local managers, supervisors, and employees to ensure the College's policies are being followed
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the College's Affirmative Action Program are implemented
- Advising managers and supervisors the College is obligated to prevent discrimination and harassment of applicants and employees on any basis protected by law
- Identifying any problem areas in implementing the AAP, and developing solutions
- Ensuring policies are in place to identify any barriers to employment for individuals with known disabilities and assisting managers in developing possible reasonable accommodations to ensure individuals with disabilities benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system to measure the effectiveness of the College's Program, indicate the need for remedial action, determine the degree to which the College's objectives have been attained, determine whether employees with known disabilities have the opportunity to participate in College-sponsored employment, educational, training, recreational, and social activities, and ensure each location is in compliance with applicable laws and regulations
- Serving as liaison between the College and enforcement agencies, and between the College and organizations of and for individuals with disabilities
- Encouraging active involvement by College representatives in the community service programs of local organizations of and for individuals with disabilities
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees, and

- Keeping management informed of developments in the affirmative action area.

Request for Self-Identification

41 C.F.R. 60-741.42

In order to notify applicants and employees of the existence of and the opportunity to participate in this Affirmative Action Program and to provide sufficient data to allow College of Southern Maryland to measure and improve, if necessary, the effectiveness of the College's affirmative action efforts, the College invites applicants and employees to voluntarily self-identify as a person with a disability as follows:

- When an applicant applies or is considered for employment, the College provides the applicant with an opportunity to voluntarily self-identify disability status. This opportunity is offered at the same time the College invites the applicant to self-identify race, ethnicity, sex, and veteran status.
- Following an offer of employment but before an individual begins working, the College provides an additional opportunity to voluntarily self-identify disability status.
- Recognizing an individual's status regarding disability may change over time and/or an employee may feel more comfortable disclosing an existing disability after being employed for a period of time, the College also offers employees an opportunity to voluntarily self-identify their disability status at least once every five years. In addition, at least once during the five-year intervals between workplace surveys, the College sends employees a written reminder they may voluntarily update their disability status.
- The College invites applicants and employees to voluntarily self-identify as an individual with a disability using the language and form approved by the government for such purposes. The College keeps all self-identification information confidential and maintains it in a data analysis file rather than in individual employee personnel or medical files.

Review of Personnel Processes

41 C.F.R. 60-741.44(b)

College of Southern Maryland periodically reviews its personnel procedures to determine whether they ensure the careful, thorough, and systematic consideration of the job qualifications of employees or applicants with known disabilities for jobs filled either by hiring or promotion and for educational or training opportunities.

Vacancies are advertised, and applications are accepted from any interested person. The College's employment materials, including items such as its employment application, the careers section of its website, and job advertisements, will include a non-discrimination statement to further inform applicants of the College's policy of equal employment opportunity. All non-executive positions lasting three days or more not expected to be filled from within will be referred to the appropriate state employment service delivery system. In addition, to ensure qualified individuals with disabilities are aware of job openings, the College will send vacancy announcements to the employment sources listed in this Affirmative Action Program.

The disability of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in employment decisions. The College periodically reviews any physical and mental job qualifications to ensure they do not tend to screen out individuals with disabilities for reasons that are not job related or consistent with business necessity, or do not relate to ensuring the safe performance of the essential functions of the job. The College reviews its personnel processes to ensure individuals with disabilities are not stereotyped in a manner that limits their access to jobs for which they are qualified. The College also ensures applicants and employees with disabilities who meet job qualifications have equal access to its personnel processes, including those implemented through information and communication technologies, and provides necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes.

Review of Physical and Mental Job Requirements

41 C.F.R. 60-741.44(c)

College of Southern Maryland reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job related or consistent with business necessity and the safe performance of the essential functions of the job. This review occurs at regular intervals throughout each calendar year, such as when a job may be advertised or filled through hiring or promotion, when the duties of a position are significantly revised, and when considering requests for reasonable accommodation related to the performance of the functions of a position.

The College also regularly reviews its personnel processes to ensure any medical exams or inquiries are conducted in accordance with the Section 503 regulations. Information regarding the medical condition or history of an individual obtained as a result of any such inquiry or exam is collected and maintained on separate forms and in separated medical files and treated as a confidential medical record.

To the extent any physical or mental job qualification measurements are found to potentially screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other changes in employment status, such as promotion or training, the College will ensure the requirements are related to the specific job for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

Position Descriptions were reviewed in the fall of 2018 and includes the following language: "CSM staff has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and CSM reserves the right to change this job description and/or assign tasks for the employee to perform, as CSM may deem appropriate."

Reasonable Accommodations

41 C.F.R. 60-741.44(d)

College of Southern Maryland has made and will continue to make reasonable accommodation to the known physical and mental limitations of otherwise qualified employees and job applicants unless such accommodation would impose an undue hardship.

If an individual has a disability, the College encourages the individual to request reasonable accommodation to enable the individual to perform a job safely. Such accommodations may include special equipment, changes in the physical layout of the job, modification of job duties, or other reasonable accommodations. The College will inform employees and applicants of the process for requesting reasonable accommodation.

Where an employee with a known disability is having significant difficulty performing job duties and the College reasonably concludes that the performance issues may be related to a known disability, the College may notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that a disability is impacting performance, the College will engage in confidential discussions with the employee about the performance problem and the need for reasonable accommodation.

Compensation

41 C.F.R. 60-741.21(a)(9)

In offering employment or promotions, College of Southern Maryland does not reduce the amount of compensation offered to individuals with disabilities because of any disability income, pension, or other benefit the employee receives from another source. Similarly, the College does not reduce the amount of compensation offered to an employee or applicant because of the actual or anticipated cost of a reasonable accommodation needed, requested, or anticipated.

Harassment

41 C.F.R. 60-741.44(e)

College of Southern Maryland has developed and implemented policies and procedures to ensure employees who are individuals with disabilities are not harassed because of their disability status.

A copy of the College's Equal Employment Opportunity and Affirmative Action Statement of Policy, which forbids harassment against individuals based on protected characteristics, is included in this AAP.

Training

41 C.F.R. 60-741.44(j)

College of Southern Maryland trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the College's AAP are implemented.

Internal Dissemination of Policy

41 C.F.R. 60-741.44(g)

College of Southern Maryland recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities. The College may utilize the following procedures to enhance the internal implementation and dissemination of its Equal Employment Opportunity and Affirmative Action Statement of Policy, as appropriate:

- The College's Equal Employment Opportunity and Affirmative Action Statement of Policy will be made available to applicants and employees. The policy includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended.
- An invitation to participate in the College's Affirmative Action Program by voluntarily self-identifying as an individual with a disability will be disseminated to all applicants, as well as to all employees once the College has extended a job offer, but before beginning employment duties. In addition, in recognition that an individual's disability status may change and/or that employees may feel more comfortable disclosing an existing disability after a period of time in the College, the College will distribute the invitation to all current employees at least once every five years, with a reminder at least once between each five year period.
- The College will publicize the policy in College publications.
- The College will hold meetings with executive, management and supervisory personnel to explain the College's policy of affirmative action and to make clear the President's support for the policy.
- The College will inform applicants and employees of its commitment to engage in affirmative action, including by discussing the policy in various employee and manager training sessions.
- When employees are featured in employee handbooks or similar publications, efforts will be made to include individuals with disabilities.
- College publications will include articles on accomplishments of all employees, including individuals with disabilities.

If the College has or becomes party to collective bargaining agreements, union officials will be informed the College is bound by the terms of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment persons with disabilities, and the College will not discriminate against individuals with physical or mental disabilities. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

Outreach, Positive Recruitment and External Dissemination of Policy

41 C.F.R. 60-741.44(f)

College of Southern Maryland has reviewed its employment practices to determine whether its personnel programs are designed to effectively recruit and advance in employment qualified individuals with disabilities. While the College believes there are no deficiencies in its current employment practices with respect to applicants and employees with disabilities, it engages in outreach, positive recruitment, and external dissemination programs to augment its existing affirmative action efforts. The College engages in or has made plans to implement the activities outlined in this AAP, as appropriate.

The College will inform recruiting sources of College of Southern Maryland's policy of affirmative action for individuals with disabilities. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities for all positions.

The College will make the Equal Employment Opportunity Clause part of all covered subcontracts and purchase orders.

The College will inform subcontractors, including subcontracting vendors and suppliers, of its Equal Employment Opportunity and Affirmative Action Statement of Policy, and request appropriate action on their part.

The College will identify local organizations and/or community agencies known to specialize in placing and/or developing training programs for individuals with disabilities and send them notices of vacant positions. Examples of these outreach efforts may include contacting the following:

- State Vocational Rehabilitation Service agencies, mental health agencies, and/or developmental disabilities agencies near the facilities covered in this AAP
- Employment One-Stop Career Centers near the facilities covered in this AAP
- Department of Veterans Affairs offices close to the facilities covered in this AAP
- Entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as those provided through the Employer Assistance and Resource Network (EARN) near the facilities covered in this AAP
- Local Employment Network (EN) organizations listed in the Ticket to Work Employment Network Directory near the facilities covered in this AAP
- Local disability groups, organizations or Centers for Independent Living near the facilities covered in this AAP
- Placement or career offices of educational institutions specializing in the placement of individuals with disabilities

- Private recruitment sources, such as professional organizations or employment placement services specializing in the placement of individuals with disabilities
- CSM recruits from a broad range of job boards to attract veterans and individuals with disabilities.

Recruitment efforts at educational institutions may incorporate special efforts to reach students who are individuals with disabilities.

Efforts will be made to have employees with disabilities serve as company representatives during career days, job fairs, and related recruitment efforts.

Advertisements or solicitations for prospective employees will indicate the College is an equal opportunity employer.

Assessment of Outreach and Recruitment Efforts

41 C.F.R. 60-741.44(f)(3)

College of Southern Maryland evaluates available data regarding the effectiveness of its outreach and recruitment efforts on an annual basis. For areas where the College concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, College of Southern Maryland will identify and implement alternative efforts.

Criteria used to evaluate the effectiveness of outreach efforts may include:

- Results of utilization analysis for individuals with disabilities
- Available data related to applicant and hires
- Whether the activity increased the College's ability to include individuals with disabilities in its workforce
- Whether the activity attracted qualified individuals with disabilities
- Whether the activity resulted in the selection of qualified individuals with disabilities

The following lists the outreach programs College of Southern Maryland participated in from October 01, 2021 to September 30, 2022: CSM recruits from a broad range of job boards to attract veterans and individuals with disabilities.

The College will continue to monitor and review outreach sources to evaluate the effectiveness of outreach and recruitment efforts.

Audit and Reporting Systems

41 C.F.R. 60-741.44(h)

It is the responsibility of the College's Affirmative Action Officers to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the College's Equal Employment Opportunity and Affirmative Action Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of College of Southern Maryland's AAP.

The College's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which the College's objectives are being attained
- Determine whether individuals with known disabilities have had the full opportunity to equal employment and to participate in all College sponsored educational, training, recreational and social activities
- Measure the College's compliance with the AAP's specific obligations
- Document the actions taken to monitor the College's compliance with the AAP's specific obligations.

To measure the effectiveness of the AAP, the College may take the following actions:

- Audit the College's voluntary self-identification process to monitor the number of individuals with disabilities who choose to self-identify and evaluate whether changes could be made to the self-identification process to encourage greater voluntary self-identification by individuals with disabilities
- Monitor records of applicant flow, referrals, placements, training, transfers, promotions, terminations, and compensation decisions to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained
- Report on the organization's progress towards equal employment opportunity and any identified problem areas so appropriate steps can be taken to resolve any issues
- Examine the College's utilization of individuals with disabilities and develop action-orientated programs to address any areas of underutilization
- Review available data computations and analyses regarding applicants and hires
- Review the effectiveness of the College's recruitment and outreach activities
- Regularly assess the College's personnel processes to ensure individuals with disabilities have equal opportunity in employment
- Use a schedule to regularly assess any mental and physical qualifications to ensure they are job-related and consistent with business necessity

- Audit communications with vendors and subcontractors to ensure such communications reflect the College's commitment to equal employment opportunity and affirmative action for individuals with disabilities
- Audit communications with applicants and employees to ensure such communications reflect the College's commitment to equal employment opportunity and affirmative action for individuals with disabilities
- Audit job listings to ensure the postings reflect the College's commitment to equal employment opportunity and affirmative action for individuals with disabilities
- Audit personnel policies to ensure such policies reflect the College's commitment to equal employment opportunity and affirmative action for individuals with disabilities

Where the Affirmative Action Program is found to be deficient, the College shall endeavor to undertake necessary action to improve the Program.

Data Collection Analysis

41 C.F.R. 60-741.44(k)

College of Southern Maryland documents computations or comparisons pertaining to applicants and hires on an annual basis and maintains the documentation for a period of three years.

Utilization Analysis

41 C.F.R. 60-741.45

College of Southern Maryland will compare the representation of employees with known disabilities with the utilization goal identified by the OFCCP in effect at the start of the Affirmative Action Program year. In conducting this analysis, the following principles apply:

- The purpose of the utilization goal established by the OFCCP is to provide a benchmark against which the College may measure the representation of individuals with disabilities in its workforce.
- The utilization goal serves as an equal employment opportunity objective that should be attainable by the affirmative action measures included in this Affirmative Action Program. The utilization goal is not a quota that must be met, nor is it to be considered as a ceiling that limits or restricts the employment of individuals with disabilities.
- In all employment decisions, the College makes selections in a nondiscriminatory manner. Utilization goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, because of that individual's disability status.
- Utilization goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Utilization goals are not used to supersede merit selection principles, nor do these utilization goals require the College to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.
- A finding that the utilization goal has not been attained in one or more job groups does not constitute a finding nor admission of discrimination.

Identification of Problem Areas

41 C.F.R. 60-741.45(e)

When the Utilization Analysis conducted in accordance with the regulations indicates the representation of individuals with known disabilities is less than the current goal identified by OFCCP, College of Southern Maryland will take steps to assess whether and where impediments to equal employment opportunity exist, including the following, as appropriate:

- Sources which have provided limited qualified candidates will be reviewed, and the Affirmative Action Officers will identify actions which may increase the number of qualified applicants received.
- The Affirmative Action Officers will review positions or job groups that require specialized skill sets or physical requirements.
- The Affirmative Action Program monitoring reports will be reviewed.
- The Affirmative Action Officers will review the College's personnel processes to ensure the careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities and that no barriers to equal employment opportunities exist.

Based on this analysis, we have developed and will execute the action-oriented programs described in this AAP.

Development and Execution of Action-Oriented Programs

41 C.F.R. 60-741.45(f)

To demonstrate good faith efforts to expand employment opportunities for individuals with disabilities and to produce measurable results, College of Southern Maryland developed and executed the following action-oriented programs, as appropriate:

- The College will continue to analyze all job requirements to ensure any physical or mental requirements are job related and consistent with business necessity.
- The College will carefully evaluate the total selection process to ensure it is free from discrimination.
- College employees will be trained on the College's non-discrimination and anti-harassment policies.
- The College will evaluate its techniques for improving recruitment and increasing the flow of qualified applicants with disabilities, and identify alternative or additional outreach and recruitment efforts to increase recruitment of individuals with disabilities, as further described in the evaluation of the effectiveness of the College's outreach efforts.
- The College will review its programs and procedures to ensure employees with disabilities are given equal opportunities for promotion. The College will continue to make opportunities for advancement widely known through the College's internal posting process which encourages all employees, including employees with disabilities, to apply for any open position for which they are qualified with or without reasonable accommodation.
- The College will review its termination procedures to ensure they are applied consistently, and termination decisions are not made for unlawful reasons.
- The College will assess its personnel processes to ensure no barriers to employment exist. The College's review will be documented in this AAP.
- The College will review the results of its affirmative action audit and take steps to review or enhance practices that might affect the success of the Affirmative Action Program. The audit and reporting system will be documented in this AAP.

Reports

Individuals with Disabilities Data Collection Analysis
For Period: 10/1/2021 to 9/30/2022

	Total
Number of Job Openings	80
Number of Jobs Filled	80
Number of IWD Applicants	252
Number of Applicants	2111
Number of IWD Hires	2
Number of Hired Applicants	42

Confidential - Not subject to inspection by employees or applicants under 41 CFR Section 60-741.41.

Individuals with Disabilities Utilization Goals

11-1		Acad/Student Affairs Management Occupations	
Total Emp 11		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	
11-2		Operations Management Occupations	
Total Emp 9		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	
15-1		AHS Instruction	
Total Emp 2		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	
15-2		BTP Instruction	
Total Emp 5		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	
15-3		ECL Instruction	
Total Emp 2		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	
15-4		HEA Instruction	
Total Emp 7		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	
15-5		MTH Instruction	
Total Emp 6		IWDs	
	Employment %	0.00	
	Total IWDs	0	
	Utilization Goal %	7.00	

Individuals with Disabilities Utilization Goals

15-6		SCI Instruction
Total Emp 5		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2A1		Faculty - A1
Total Emp 47		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2A3		Faculty - A3
Total Emp 3		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
IV2		Faculty - V2
Total Emp 8		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
22		Librarians, Curators & Archivists
Total Emp 1		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
12-1		Financial Operations
Total Emp 2		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
12-2		Business Operations
Total Emp 4		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

12-3		Store Operations
Total Emp 2		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
13		Computer, Engineer, and Sciences Occupations
Total Emp 8		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
14		Community Service, Legal, Arts and Media Occupatio
Total Emp 15		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
24-1		Teacher/Inst Support Program Managers
Total Emp 6		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
24-2		Academic/Student Affairs
Total Emp 8		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
24-3		Teachers and Instructional Support
Total Emp 5		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
24-4		Health/Sci Instructional Support
Total Emp 2		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

24-5		Training
Total Emp 3		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
27		Sales and Related Occupations
Total Emp 1		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2B1		Professional - B1
Total Emp 16		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2B2		Professional - B2
Total Emp 23		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2B4		Professional - B4
Total Emp 7		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
IV4		Professional - V4
Total Emp 3		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
IV5		Professional - V5
Total Emp 40		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

28-1		Office & Admin Support Specialists
Total Emp 4		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
28-2		Office & Admin Support Assistants
Total Emp 8		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
2B3		Clerical and Secretarial
Total Emp 9		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
25		Healthcare Practitioners and Technical Occupations
Total Emp 2		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
23		Library Technicians
Total Emp 1		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
26		Service - Public Safety
Total Emp 6		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00
29		Natural Resources, Construction, and Maintenance
Total Emp 9		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Individuals with Disabilities Utilization Goals

2B6		Service and Maintenance
Total Emp 6		IWDs
	Employment %	0.00
	Total IWDs	0
	Utilization Goal %	7.00

Confidential - Not subject to Inspection by employees or applicants under 41 CFR Section 60-741.41.