

**To: The Brooklyn Law School Community**

**From: Maryellen Fullerton, Interim Dean**

**Date: August 27, 2018**

**Subject: Invitation to Self-Identify Disability and Veteran Status**

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Brooklyn Law School invites employees and job applicants to self-identify their status as an individual with a disability or as a veteran. The submission of this information is voluntary, and any refusal to provide this information will not subject an employee or a job applicant to adverse treatment. The information collected will be kept confidential and may only be used in accordance with the provisions of applicable federal, state, and local laws, such as the Americans with Disabilities Act of 1990 (as amended); Sections 504 and 503 of the Rehabilitation Act of 1973 (as amended); the Vietnam Era Veteran's Readjustment Assistance Act of 1974; the New York State and City Human Rights Laws; Executive Orders; and regulations.

### **Disability Status**

It is the policy of Brooklyn Law School not to discriminate against any employee or job applicant because the person is a qualified individual with a disability. It is also the policy of the School to take affirmative action to employ qualified individuals with disabilities and to make all employment decisions based only on valid job requirements. Such employment decisions include but are not limited to recruitment, hiring, transfers, promotions, demotions, layoffs, recalls, terminations, and pay rates and benefits at all levels of employment.

A job applicant may self-identify at any time during the recruitment and hiring process. An employee may self-identify at any time. A job applicant may request a reasonable accommodation at any time during the recruitment and hiring process, and an employee may request a reasonable accommodation at any time to perform the essential functions of his or her job.

To self-identify as an individual with a disability and/or to request a reasonable accommodation, please contact:

Louise Cohen  
Director of Equal Opportunity and Title IX Coordinator  
Brooklyn Law School  
250 Joralemon Street, Room 930  
Brooklyn, New York 11201  
(718) 780-0377

### **Veteran Status**

Brooklyn Law School invites job applicants and employees to self-identify their veteran status. The definitions of veteran status are as follows:

*Active Duty Wartime or Campaign Badge Veteran:* A veteran who served active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized by the Department of Defense.

*Armed Forces Service Medal Veteran:* A veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded.

*Disabled Veteran:* (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or  
(2) A person who was discharged or released from active duty because of a service-connected disability.

*Recently Separated Veteran:* Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

To self-identify veteran status and/or to request a reasonable accommodation, please contact:

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