



UNIVERSITY OF NORTH CAROLINA WILMINGTON
SEPTEMBER 29, 2015

MEMORANDUM

TO: All Faculty and Staff

FROM: Rosalynn Martin, Ed.D.
Associate Vice Chancellor for Human Resources

SUBJECT: Invitation to voluntarily self-identify as an individual with a disability

[Please print and post this for individuals in your unit who do not have regular access to e-mail]

On September 24, 2013, the Department of Labor (DOL) changed its compliance rules for federal contractors. As a recipient of federal funds, UNC Wilmington must periodically invite employees to voluntarily self-identify as an individual with a disability. All self-identification information will be kept confidential and will allow UNC Wilmington to monitor and improve practices regarding placement, retention, and promotion.

The university is required to use the DOL's Federal Voluntary Self Identification of Disability Form (CC-305). If you would like to self-identify please complete the form ([link](#) to form on HR website) and return by **October 14, 2015** to Human Resources via confidential email: HRForms@uncw.edu or to the benefits fax at 910-962-9111 or in a sealed envelope to Human Resources campus mail: Box 5960.

If you have questions, please contact Nicole Kenney at 910-962-3161 or kenneyn@uncw.edu.