



**Human Resources**  
203 Administration Building  
University of Wisconsin-Stout  
P.O. Box 790  
Menomonie, WI 54751-0790  
715/232-2149  
715/232-1527 Fax

To: All Employees  
From: Human Resources Office  
Re: Self-Identification Survey of Disability and Severe Disability (See Reverse Side)

University of Wisconsin-Stout has the responsibility to periodically provide its employees with the opportunity to self-identify as a person with a disability. A change in the state statutes requires the state to collect information regarding the number of state employees who are “severely disabled.”

Each employee must complete the **“Disability and Severe Disability Self-Identification Form,”** sign the form and return it to the Human Resources office. We encourage you to complete both **Part A and Part B** to assist in obtaining information regarding the percentage of employees who have disabilities and severe disabilities. This self-identification will allow the Affirmative Action Office and the Americans with Disabilities Act Compliance Committee to comply with state law.

The information requested will also help evaluate equal employment opportunity and Americans with Disabilities efforts, and will aid in evaluating campus needs and changes necessary to assist those with disabilities. This information will not be used to discriminate in any way. Information in Part B will be confidential with the following exceptions:

1. First aid and safety personnel may be informed, when appropriate, if the person’s disability requires alternative actions in emergency situations.
2. Government officials investigating compliances with non-discrimination laws shall be provided relevant information on request.

After reading the survey, if you have any questions regarding what is considered to be a disability or a severe disability, contact the Human Resources Office at Ext. 2149.

**Please complete the survey on the reverse side and return it, by campus mail, to the Human Resources Office, 203 Administration Building.**

