

Procedures to be followed when rehiring temporary employees:

Amount of Time that has Passed Since Termination	Forms That Must be Completed and Submitted to the Payroll Office
Less than 6 months	Employee fills in boxes 1,2, 3, 19 and 20. Department must complete bottom section of Personal Data form marked "To be completed by Department - For Temporary Employees Only". No employee signature is necessary, unless there is a change of information (address, marital status, etc.).
6 months or greater	Complete and submit new forms (Personal Data, I-9, W-4).

When hiring/rehiring temporary employees, fax the Personal Data form to Payroll at 847-491-3733 (Evanston) or 312-503-9702 (Chicago).

All original forms (Personal Data, I-9, W-4) should then be mailed to Payroll, 720 University Place, Evanston Campus.

EXPLANATION OF QUESTION 18 ON FRONT OF FORM: (DEMOGRAPHIC DATA)

Pursuant to Executive Order 11246, Executive Order 11375, Section 402 of the Vietnam Era Veterans Readjustment Act and Section 503 of the Rehabilitation Act of 1973, Northwestern University, a federal contractor, is required to compile data and prepare reports for the federal government with respect to our workforce demographics and take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. The data collected is confidential and will not subject you to any adverse treatment.

"Special disabled veteran" means any veteran who is entitled to compensation (or who but for receipt of military retired pay would be entitled to compensation) under the laws administered by the Veterans Administration for a disability rated at 30 percent or more or rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 of Title 38, U.S.C., to have a serious employment disability or a person who was discharged or released from active duty because of service-connected disability.

"Disability" means 1) a physical or mental impairment which substantially limits one or more of a person's major life activities, 2) having a record of such impairment, or 3) being regarded as having such an impairment...an individual with a disability is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

Categories of disability identification:

Code	Disability	Code	Disability
A	Alcoholism	L	Heart Disease
B	Cancer	M	Mental Retardation
C	Cerebral Palsy	N	Multiple Sclerosis
E	Diabetes	O	Muscular Dystrophy
F	Drug Addiction	P	Orthopedic Disorder
G	Emotional Illness	R	Speech Impairment
I	Epilepsy	S	Visual Impairment
K	Hearing Impairment	T	Other

Information obtained concerning an individual's medical condition or history shall be kept confidential, except that 1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans/individuals with disabilities and regarding necessary accommodations, and 2) first aid and safety personnel may be informed, when appropriate, if the condition might require emergency treatment, and 3) government officials investigating compliance with the Acts shall be provided relevant information upon receipt.

If an affected individual elects to not identify at this time, he or she may provide the information requested at a future time of his or her choosing by submitting a revised Personal Data Form.