**Sample Reminder to Employees Regarding**

**Disability Self-Identification**

The CSU is subject to federal equal employment opportunity and affirmative action regulations, which require us reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Because a person may become disabled at any time, you may voluntarily self-identify at any time during your employment with us. To do so, [instruct employee what to do].

You may voluntarily self-identify as having a disability without fear of any negative consequences because you did not identify as having a disability earlier. Self-identification is voluntary, but we hope that you will choose to complete the process. Neither your self-identification nor your refusal to self-identify will adversely affect your employment.

Note: Your self-identification is used for aggregate reporting purposes only. If you have a disability and need accommodation, please contact the Human Resources or Faculty Affairs Office to begin an interactive discussion to identify a reasonable accommodation.