

Recruiting, Retaining and Honoring Federal Employees with Disabilities

1. Goals, Accountability & Data

- a. Support self-identification of disability
- b. Set specific goals
- c. Ensure accountability for success
- d. Evaluate data

2. Outreach & Recruitment

- a. Designate a task force or advisory body
- b. Ensure websites and other materials are welcoming, accessible, and easy to navigate
- c. Formalize partnerships with state agencies that work with people with disabilities (CSAVR-NET)
- d. Create opportunities for work experiences (Workforce Recruitment Program-WRP & Project SEARCH)
- e. Utilize the Schedule a Hiring Authority for People with Disabilities (OPM Shared List)

3. Reasonable Accommodations

- a. Educate employees about reasonable accommodations
- b. Utilize Centralized Accommodation Funding (Computer/Electronic Accommodations Program-CAP)
- c. Support reasonable accommodations policies and procedures
- d. Ensure information technology systems are fully accessible

4. Retention & Advancement

- a. Utilize return to work as the first option for workers who acquire disabilities
- b. Conduct exit interviews and stay interviews
- c. Support career development trainings and plans
- d. Hire and promote people with disabilities at all levels
- e. Create and support Employee Resource Groups
- f. Train managers on disability etiquette and best practices
- g. Develop emergency management plans that specifically address the needs of employees with disabilities
- h. Utilize communities of practice on employment of people with disabilities

Resources

- Better Bottom Line: Employing People with Disabilities
 - http://www.nga.org/files/live/sites/NGA/files/pdf/2013/NGA_2013BetterBottomLineWeb.pdf
- OPM Disability Employment
 - <http://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/>
- Summary of Promising and Emerging Practices for Enhancing the Employment of Individuals with Disabilities Included in Plans Submitted by Federal Agencies under Executive Order 13548
 - <http://www.dol.gov/odep/pdf/2012EO13548.pdf>
- Department of Labor's Office of Disability Employment Policy
 - <http://www.dol.gov/odep/topics/FederalEmployment.htm>
- Equal Employment Opportunity Commission's ABCs of Schedule A
 - http://www.eeoc.gov/eeoc/initiatives/lead/abcs_of_schedule_a.cfm
- Improving the Participation Rate of People with Targeted Disabilities in the Federal Work Force
 - <http://www.eeoc.gov/federal/reports/pwtd.html>
- The Employment Environment: Employer Perspectives, Policies and Practices Regarding the Employment of Persons with Disabilities by Cornell University Employment and Disability Institute
 - <http://digitalcommons.ilr.cornell.edu/cgi/viewcontent.cgi?article=1328&context=edicollect>
- States as Model Employers of People with Disabilities by Kathy Krepcio and Savannah Barnett at the John J. Heldrich Center for Workforce Development, Rutgers, the State University of New Jersey
 - <http://askearn.org/docs/StateModel.pdf>