



Increasing Employment of People with Disabilities

What Can YOU Do?

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Office of Human Resources Management



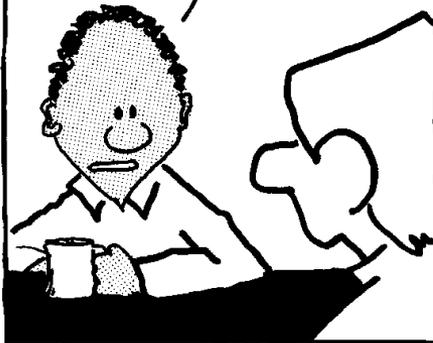
Overview

What Can YOU Do?

1. Be Disability Cool
2. Use Schedule A
3. Tap Our Partners & Resources

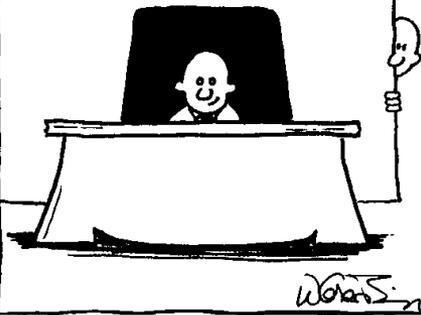
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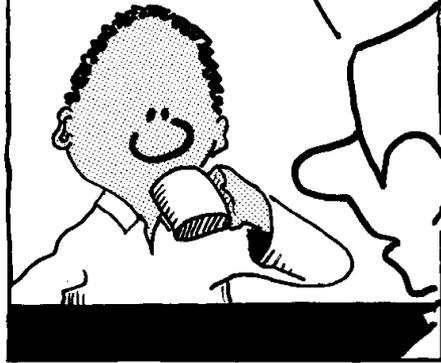
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WHAT DO YOU CALL A
BLIND PERSON IN THE
V.P.'S OFFICE ON THE
EXECUTIVE FLOOR?



Worries

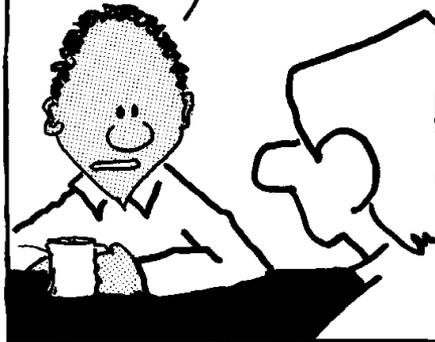
I DON'T KNOW -
WHAT?



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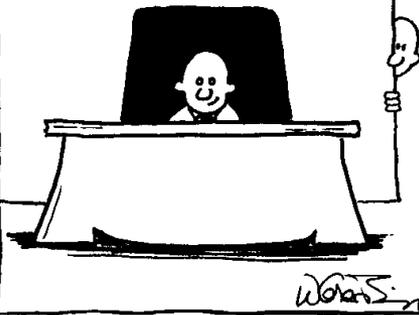
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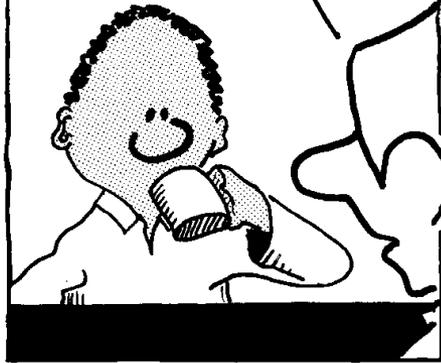
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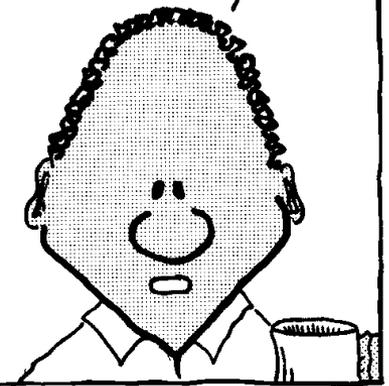


Wolans

I DON'T KNOW -
WHAT?



A VICE-PRESIDENT.



2476

Our attitudes are often barriers.



Be *Disability Cool*: Know What to Say

People First Language	Labels Not to Use
People with disabilities	The handicapped, the disabled
People with intellectual disabilities	Retarded
He has a learning disability	He's learning disabled
He has a physical disability	She's crippled
He uses a wheelchair	He's wheelchair bound or confined to a wheelchair
Deaf or Hard of hearing	Hearing impaired, Deaf-Mute
Accessible bathrooms, parking, etc.	Handicapped parking, bathrooms, etc.



Be *Disability Cool*: Tips for Communicating

- ▶ Relax and be yourself.
- ▶ Offer assistance and wait for a response.
- ▶ Be considerate and give extra time, if needed.
- ▶ Speak directly to the person.
- ▶ Shake hands as you would anyone else.



Quick Facts: Did You Know?

- ▶ Approximately 58 million Americans have disabilities – many with advanced degrees.
 - About 1 in every 10 Americans has a medical condition which could be considered invisible or hidden.
 - 74% of Americans who live with severe disabilities do not use wheelchairs, walkers, canes, or crutches.



Equal Opportunity

The Rehabilitation Act

- ▶ **Section 501** – Affirmative action and reasonable accommodation
- ▶ **Section 503** – Affirmative action with Federal contractors
- ▶ **Section 504** – Prohibits discrimination and requires equal access
- ▶ **Section 508** – Accessible electronic and information technology



Quick Facts: Did You Know?

- ▶ Americans with disabilities experience double the unemployment rate of Americans without disabilities.
- ▶ Twice as many Americans with disabilities live in poverty compared to those without disabilities.



What Can You Do?

1. Focus on what workers with disabilities can do.
2. Maintain performance standards.
3. Provide reasonable accommodations
 - a. Need something? Ask someone.
 - b. Be encouraging.
 - c. Include both the employee and the manager in accommodation decisions.



Benefits of Hiring People with Disabilities

*Potential to Fulfill Four
E.O.s Per Hire*

- ✓ Employment of Individuals With Disabilities (13548)
- ✓ Employment of Veterans (13518)
- ✓ Diversity and Inclusion (13583)
- ✓ Hiring Reform (Presidential Memorandum)

Cultural Transformation Action Plan

Hiring Goals

Reportable Disabilities: 8.56% (10%)

Targeted Disabilities: Under 1% (4%)

*Year to Date as of September 30, 2014.



What are Targeted Disabilities?

- ▶ The most severe disabilities
- ▶ People with targeted disabilities have the lowest participation rate in Federal service.
- ▶ There are nine categories, including:
 - Deafness
 - Missing extremities
 - Complete paralysis
 - Psychiatric disabilities
 - Distortion of limb and/or spine
 - Blindness
 - Convulsive disorders
 - Intellectual Disabilities



How to Hire

The People's Department



Schedule A: What is it?

Two subparts relate to employment of people with disabilities

1. Schedule A, 5 CFR 213.3102(u)
 - For hiring people with severe physical disabilities, psychiatric disabilities, and intellectual disabilities

2. Schedule A, 5 CFR 213.3102(11)
 - For hiring readers, interpreters, and personal assistants



Schedule A: What You Need to Know

1. Non-competitive hiring process
2. No public notice is required
3. Great resources at hand for recruiting to fill jobs
4. Can be used to promote current employees with disabilities



Schedule A Eligibility & Documentation

Schedule A applicants must verify a disability that falls into at least one of the following categories:

- Severe physical disability
- Intellectual disability
- Psychiatric disability

Documentation may be provided by any licensed medical provider or Vocational Rehabilitation Counselor



Streamlined Hiring Process

(Non-Union Environments)



1. Develop announcement
 - A. Coordinate with Selective Placement Program Manager and HR Specialist
2. Email announcement to recruitment resources
3. Receive applications/documentation, and review for basic qualifications
4. Submit certificate to manager for interviews



How to Recruit

The People's Department



A Great Resource: Vocational Rehabilitation

- ▶ Assists individuals with disabilities in pursuing careers through a range of services
- ▶ Matches employers with qualified individuals with disabilities
- ▶ Some states also have offices for blind and visually impaired
- ▶ Offices in every state and U.S. Territory
- ▶ Funded by both Federal and State government

List of State VR Offices:

<http://askjan.org/cgi-win/typequery.exe?902>



USDA's MOU

- ▶ Council of State Administrators of Vocational Rehabilitation (CSAVR)
- ▶ Established partnership between USDA disability contacts and State/Local VR Offices
- ▶ A wide array of supports are provided



Vocational Rehabilitation (VR) Services & Support

- ▶ Recruitment
 - Strong referrals
 - Outreach/education to Federal partners
- ▶ Hiring
 - Schedule A Letter
 - Interviewing Preparation/Etiquette
- ▶ Employment
 - Reasonable Accommodation Support
 - Self Advocacy
- ▶ Advancement
 - Networking
 - Individual Development Plan
- ▶ Retention
 - Assistance as disabilities change or are acquired



A Hiring Option: On the Job Trainee (VR)

- ▶ Part time or full time for up to six months
- ▶ No charge to manager
- ▶ Opportunity for manager to work with a person with a disability, provide training, and transition to permanent employment.
- ▶ Trainee receives stipend from state vocational rehabilitation (VR)
- ▶ Reasonable accommodations provided by VR
- ▶ Job coaching and training courses may be provided by VR



Tips for Schedule A Success

1. Schedule A allows flexibility with job qualifications
 - Consider revising specialized skills into functional skills
2. Explore using a career ladder to encourage employee growth and retention
3. Allow applicants to see job description and qualifications prior to submitting a resume
4. Offer reasonable accommodations throughout the recruitment/hiring/onboarding/employment experiences
5. Consider on the job training experiences



Measuring Our Progress: Standard Form 256

- ▶ New disability codes and appropriate terminology
- ▶ Mandatory for Schedule A hires
- ▶ Optional for other employees
 - Available in My USDA account for easy updating



Additional Resources and Partnerships

- ▶ Veterans Employment Program
- ▶ Student Employment Program
- ▶ College Offices for Students with Disabilities
- ▶ Agency Recruiters
- ▶ Other Affinity Groups
- ▶ Employees with Disabilities Group



New Resume Portal

USDA Veterans and Individuals with Disabilities Resume Portal

www.usda.gov/vpdportal



Recruitment Resources

- ▶ Workforce Recruitment Program
 - www.wrp.gov
- ▶ OPM Shared Register of Applicants with Disabilities (“The Bender List”)
 - <https://max.omb.gov/maxportal/home.do>
- ▶ Job Fairs, Personal Contacts
- ▶ USAJobs.gov



Interviewing Tips

The People's Department



A Checklist for Interviewing

- ✓ Offer reasonable accommodations to all applicants when scheduling interviews.
- ✓ Talk with your Reasonable Accommodation Designee.
- ✓ Steer clear of disability-related questions and think like a Barista...

EEOC's Job Applicants and the ADA:

<http://www.eeoc.gov/facts/jobapplicant.html>



Confidentiality & Questions

- ▶ “Need to know” basis only
- ▶ Think like a Barista
 - “How may I help you?”





Reasonable Accommodations

Quick Tips for HR/Managers

1. Establish reasonable accommodations **before** start dates
2. Provide reasonable accommodations for orientation/on boarding process
3. Don't hesitate – Timelines
4. Document your actions

Contact your Reasonable Accommodation Designee
for more information.



Disability Employment Program Team





Additional Partners

▶ **TARGET Programs**

- Serves as demonstration center
- May assist with assessments
- Serves as USDA's liaison to CAP for assistive technology accommodations

▶ **Section 508 Officer (OCIO)**

- Accessible electronic and information technology

▶ **Return to Work/Worker's Compensation Program**

- Collaborate to expedite return to work and positive outcomes

The Ripple Effect



One small action, can impact many.



Summary

1. Use appropriate terminology and tips
2. Continue Hiring and Accommodating
3. Collaborate with Partnerships and Resources



Questions?