

# **Best Practices for Recruitment and Hiring Persons with Disabilities**

# Executive Order 13548, July 26, 2010

- Approximately 54 million Americans are living with a disability.
- Individuals with a disability represent a little over 5 percent of the nearly 2.5 million people in the Federal workforce
- Persons with targeted (severe) disabilities in the Federal workforce represent less than 1 percent.

# Executive Order 13548, July 26, 2010

- Sets forth policy standards which guide Federal agencies in becoming a model employer for persons with disabilities:
  - Federal Agencies to increase their workforce of persons with disabilities by 4% and targeted disabilities by 2%.
  - Develop recruitment and strategy plans.
  - Monitor and track agency progress.

## Executive Order 13548, July 26, 2010

As the Nation's largest employer, Federal Government agencies are required to be model employers for all individuals with disabilities and targeted disabilities.



# FWS Director's Goals for FY 2011

DISABILITY	TARGETED DISABILITY
<p data-bbox="191 581 688 641"><u>Servicewide Goal</u></p> <p data-bbox="191 735 989 946">To increase participation rates in the FWS workforce from 7.8% to 8.0% this year.</p>	<p data-bbox="1039 581 1537 641"><u>Servicewide Goal</u></p> <p data-bbox="1039 735 1791 946">To increase participation rates from 1.2% to 2% this year.</p>
	<p data-bbox="1039 1060 1444 1120"><u>Regional Goal</u></p> <p data-bbox="1039 1214 1843 1352">To hire three persons with targeted (severe) disabilities</p>

# What are targeted/severe disabilities?

- Total deafness in both ears
- Blind
- Missing Extremities/Limbs
- Partial or Complete Paralysis
- Other Impairments
  - Epilepsy
  - Severe intellectual disability
  - Psychiatric disability
  - Dwarfism



\*See Standard Form 256 at [http://www.opm.gov/forms/pdf\\_fill/sf256.pdf](http://www.opm.gov/forms/pdf_fill/sf256.pdf)

# How is “disability” defined?

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

Title I of the Americans with Disabilities Act of 1990

# Working Together to Recruit, Hire, and Retain Persons with Disabilities

Managers/Supervisors



Diversity and  
Civil Rights

Disability  
Program  
Manager

Human Resources

# Hiring People with Disabilities

## Benefits of Using Non-Competitive Hiring Authorities:

- Hire non-competitively
- Posting and publicizing the position is not required
- Hire without going through the certificate process.



# Hiring People with Disabilities

## Schedule A

Letter certifying disability and job readiness from:

- licensed medical professional, or
  - vocational rehabilitative specialist, or
  - govt. agency that provides disability benefits
- 2 year probationary period
  - OPM's Hiring People with Disabilities Made Simple  
<https://hrmadesimple.golearnportal.org/hpwd/hpd.htm>

# Hiring People with Disabilities

## 30% or More Disabled Veteran

- VA letter or military discharge papers substantiating the service-connected disability.
- Appoint disabled Veteran who meets the qualifications for the position to a temporary appointment.
- May convert the appointment to career or career-conditional at any time.
- Veterans' preference does not apply and no announcement is required.

## Recruitment Sources for Persons with a Disability

- State Rehabilitative Centers
- Dept of Veterans Affairs-Vocational Rehabilitation & Employment Program
- Workforce Recruitment Program (WRP)
- Bender Consulting – OPM Resume Bank
- Others (e.g., Colleges and Universities, EARN, Paralyzed Veterans of America)

# State Vocational Rehabilitative Agencies

- Available in each State
- Provides wide variety of training and services to help people with disabilities return to the workforce
- Vocational Rehabilitation Counselors work with agencies to recruit under Schedule A
- Referred applicants can be evaluated with 90-day non-paid internships before determining whether to hire

# Veterans Recruitment

- Department of Veterans Affairs-Vocational Rehabilitation & Employment (VR&E) Program
  - Coming Home to Work (CHTW)
  - Non-Paid Work Experience (NPWE)
- Department of Defense
  - Operation Warfighter (OWF)

# Bender Consulting

- OPM contracted with Bender Consulting to develop online Resume Bank for agencies to use
- Bender Consulting pre-screens for highly qualified and job ready applicants with disabilities (targeted and non-targeted)
- Managers can review resumes and interview at any time

# Hiring Process – Special Hiring Authorities

- Hiring Manager (HM) identifies a position to fill and notifies its Human Resource Specialist (HR) and its Disability Program Manager (DPM)
- HM provides a summary of job position with qualifications
- HM, HR, DPM, and Diversity and Civil Rights Office identify targeted recruitment sources; identify potential candidates with disabilities (targeted); all resumes are reviewed by HR

# Hiring Process – Special Hiring Authorities

- HR reviews supporting documentation and determines qualifications
- HM schedules and interviews candidates
- HM makes selection to hire

# Myths and Barriers

- Seen and Unseen Disability
- Performance Level
- Difficult to find
- Retention
- Costs/Reasonable Accommodation

# Reasonable Accommodations

- An individual with a disability may request a reasonable accommodation at any time during the application process or during the period of employment.
- A request for a reasonable accommodation can be made for a reason related to a medical condition.
- If medical documentation is requested, it should never be provided to the manager

# Reasonable Accommodations

Managers are required to provide any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to:

- participate in the job application process,
- to perform the essential functions of a job, or
- to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

# Reasonable Accommodations

- Agency will cover cost for accommodation if immediate office is unable to do so
- Average cost for accommodation is \$500
- Some individuals with disabilities do not require an accommodation

# Reasonable Accommodation Examples

- Acquiring or modifying equipment or devices,
- Job restructuring
- Part-time or modified work schedules
- Reassignment to a vacant position
- Adjusting or modifying examinations, training materials or policies
- Providing readers and interpreters, and
- Making the workplace readily accessible.

# **DOI Reasonable Accommodations Policy and Procedures**

**Departmental Manual Chapter 373 DM 15**

<http://www.doi.gov/diversity/doirap.htm>

# Accommodations Resources

- Computer/Electronic Accommodations Program (CAP)

*<http://cap.tricare.mil/>*

Provides computer/electronic devices free of charge to Federal applicants/employees

- Job Accommodation Network (JAN)

*<http://askjan.org/>*

Free consulting services

# Accommodations Resources

**OPM's Federal Employment of  
People with Disabilities Website**

*<http://www.opm.gov/disability/>*

**OPM's Veterans Employment Website**

*<http://www.fedshirevets.gov/>*

**DOI's Accessible Technology Center**

*<http://www.doi.gov/atc/index.html>*

# U.S. Fish & Wildlife Service

Julia Bumbaca  
Disability Program Manager  
Office of Diversity and Inclusive Workforce  
Management (ODWIM)  
(703) 358-2349  
Julia\_Bumbaca@fws.gov