

U.S. Commission on Civil Rights

Disability Plan

Executive Order (E.O.) 13548

FY 2022

Executive Order (EO) 13548, Recruitment, Hiring and Retention of Individuals with Disabilities, requires agencies to establish a plan for implementing the goals of the Executive Order and promoting employment opportunities for individuals with disabilities.

Agency Official

The Director of Management will be responsible for enhancing employment opportunities for individuals with disabilities and individuals with targeted disabilities within the agency, and for meeting the goals of the executive order.

Strategies to Recruit, Hire and Retain Individuals with disabilities/targeted disabilities:

The agency's independent contractor for recruitment, Avue, has an extensive list of agencies and other recruitment sources that is used for individuals with disabilities/targeted disabilities in an effort to promote employment opportunities. Vacancy announcements will be exposed to individuals across the nation giving individuals with disabilities/targeted disabilities an opportunity to apply.

Although the agency has a very limited number of vacant positions, it is committed to hiring at least two (2) individuals with disabilities/targeted disabilities using the Schedule A authority over the next five (5) years. The Schedule A program coordinator, through Avue, will maintain an electronic file of individuals who apply for positions under this authority. The agency's designated mission critical positions are: Civil Rights Analyst (GS-160), , Attorney-Advisors (GS-905), and all supervisory and managerial positions.. Individuals who have applied under the Schedule A authority will be referred to the selecting official for priority consideration for these positions. Applicants who have applied for administrative, clerical and technical positions will also be referred for priority consideration as vacant positions are filled.

The agency will also commit to using OPM's Shared Register of Candidates with Disabilities to help implement this disability plan.

Training:

The agency will provide mandatory training to human resources staff, managers and supervisors on how to recruit hire and retain individuals with disabilities through the Small Agency Council, training contractors and the Office of Personnel Management sponsored training. This training will also give the agency an opportunity to emphasize the benefits of having a diversified workforce. The agency will assess the impact on manager's use of this training by annually monitoring whether the agency meets its goal of hiring a minimum of two (2) individuals with disabilities/targeted disabilities over the next five years.

Workplace injuries and illnesses:

The agency will continue to provide information concerning safety and health matters and sponsored programs such as Flu Shot Program. Monies will be allocated on as needed basis for occupational safety and health programs. Accommodations will be made available to employees who return to work after sustaining a serious workplace injury or illness. The agency will monitor cases on a quarterly basis and continue to emphasize the benefits of the reemployment of employees injured on the job. The agency will work toward maintaining its record of no workplace injuries over the past 5 years.

The agency head, through the use of email, or other effective ways of communication will continue to encourage all agency managers to recruit, hire and retain people with disabilities, reminding them of the the agency's performance goals, which includes the obligation of the agency to comply with this executive order.

Although the agency has no existing FECA cases, it will evaluate and monitor new cases to ensure employees receive the care and assistance they require to return to duty safely and quickly by fully utilizing reasonable accommodations, temporary light duty, job reassignments, and any other means of accommodations and/or reassignments. In the event that FECA cases do arise, the agency will monitor those cases on a quarterly basis and continue to emphasize the benefits of the reemployment of employees injured on the job. However, the agency will continue to work toward maintaining its record of no workplace injuries during the past five years.

Reasonable Accommodations

Accommodations will be made available to employees who return to work after sustaining a serious workplace injury or illness. The agency has reviewed and updated its reasonable accommodations and procedures policy which ensures that individuals with disabilities and/or impairments enjoy equal access to all employment opportunities. The policy has not been finalized because the agency is awaiting a staff director. The agency will ensure that all officials understand their obligations relating to accessibility and reasonable *accommodations and will hold officials accountable for not adhering to this policy.*