





Employing People with Disabilities

Schedule A Hiring Authority



The Schedule A Hiring Authority

- **Schedule A** is an Excepted Service appointment (5 CFR 213.3102)
- Streamlined process for hiring managers to hire people with disabilities without going through the competitive process.
- Appointments are considered temporary unless an applicant applied online through the competitive process.
- Probationary period can last up to 2 years, after which they may be converted to a career or career conditional appointment.




Schedule A

Schedule A is a hiring Authority for people with mental, psychiatric And severe physical disabilities and is designed to assist federal agencies with increasing employment of People with disabilities.


Agencies should use this hiring authority for a number of Reasons:

1. Individuals with disabilities are a good source of talent.
2. No vacancy announcement is required.
3. Agencies don't have to clear a surplus list of employees.
4. Hiring process is significantly streamlined.

 **Competitive Process**

Hiring through the Competitive Process

- Candidates apply on-line via www.jobs.dol.gov or www.usajobs.opm.gov.
 - Submit a resume or OF 612.
 - Complete questionnaire (if applicable).
 - Submit Knowledge Skills and Abilities.
 - Submit supplemental information including Schedule A documentation (if applying under Schedule A).
- Information goes directly to HR professional.
- Applicant must meet minimum qualifications.
- A list of qualified Schedule A candidates will be provided along with a list of candidates under the regular cert.

 **Non-competitive Process**

Hiring through the Non-competitive Process


- Candidates submit resume to Disability Program Manager (DPM) or Selective Placement Coordinator (SPC);
- Submit Schedule A Certificate from a State Vocational Rehabilitation Agency, Department of Veterans Affairs, or a Licensed Medical Professional;
- DPM/SPC will submit information on qualified applicants directly to the Human Capitol Office or Hiring Manager for further consideration.

 **Certification of Schedule A Eligibility**

Documentation may be accepted from the following entities:

- Licensed medical professional.
- Federal agency that issues or provides disability benefits (e.g., Social Security Administration, Department of Veterans Affairs).
- Documentation or letter of certificate from a State/Private Vocational Rehabilitation Agency counselor.

Sample Documentation from Potential Schedule A Candidate



COMMONWEALTH of VIRGINIA
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To Whom It May Concern:

This letter serves as certification that (person) is an individual with a documented disability, identified by the Virginia Department of Rehabilitation Services and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (a).


(Name of Person) also has certification of job readiness in an office setting and is likely to succeed in performing the duties of the position for which he/she is seeking.

Thank you for your interest in considering this individual for employment.

You may contact me at _____

Sincerely,

Certification of Job Readiness



Certification of Job Readiness

- A determination that an applicant with a disability is likely to succeed in performing the duties of the position he or she is seeking
- The same entities who may provide proof of disability may also certify an individual's job readiness. (i.e., licensed medical professional or vocational rehabilitation counselor).

Finding Qualified Candidates with Disabilities: Recruitment Resources






Recruitment Resources

Ways to recruit talented workers with disabilities:


- Post vacant positions with **state vocational rehabilitation agencies**
- **College and university career centers and disability services offices**
- **Disability-related advocacy organizations**
- **Employer Assistance and Resource Network** for local employment service providers and local job seekers
- Ticket to Work Employment Networks – Social Security Administration <http://www.yourtickettowork.com/endir>




Recruitment Resources

Building Your Talent Pipeline

- **Workforce Recruitment Program (WRP)** A Pre-screened database of students with disabilities for internships or permanent employment <http://www.wrp.gov>
- **Student Temporary Employment Program (STEP)** Affords students the opportunity to gain valuable work experience while still in high school.
- **Students Career Experience Program (SCEP)** Enables students to be noncompetitively converted to term, career or career-conditional appointments.






Veteran Recruitment Resources

Veteran Hiring Resources

- **Hire Vets First** – <http://hirevetsfirst.dol.gov/>
- **Hiring Heroes** – <http://www.hiringheroesusa.org>




Veteran Hiring Programs

- **Operation Warfighter** – Temporary assignment or internship program for severely wounded servicemembers in treatment or rehabilitation at military medical centers, salaries paid by program. <http://tinyurl.com/OperationWarfighter>
- **One Stop Career Centers** can connect you with specialized local Veterans' Employment Representatives (LVERs) and Disabled Veterans' Outreach Program (DVOP) staff to find qualified veterans. <http://www.careeronestop.org/militarytransition/employers.aspx>




The Hiring Process



Role Of Managers and Supervisors

The Manager or Supervisor


- Advises the DPM/SPC or HR Specialist of a specific job opening;
- States what competencies the ideal candidate should possess;
- Provides list of essential job functions;
- Reviews the list of eligible qualified applicants provided by the HR Specialist;
- Reviews resumes, conducts interviews, and makes a selection.



Role of HR Specialist


Human Resource Specialist


- Provides hiring managers and or supervisors with a list of qualified applicants;
- Consults hiring managers to decide what type of appointment (time limited or term) is to be offered under Schedule A;
- Extends offer of employment.

 **Role of Selective Placement Coordinator/
Disability Program Manager**

**Disability Program Managers/Selective
Placement Coordinators**

- Increase participation rate of individuals with targeted disabilities within the agency at all grade levels by proactively seeking candidates with disabilities;
- Ensure that needed accommodations are provided to individuals with disabilities;
- Provide education and training to agency personnel concerning the removal of attitudinal and environmental barriers.
- Assist applicants with questions regarding the Schedule A Hiring Authority.

 **Reasonable Accommodations
in the Workplace**


 **Reasonable Accommodations in the
Workplace**

• A disability is a condition caused by an accident, trauma, genetics or disease which may limit a person's mobility, hearing, vision, speech or mental function

• A reasonable accommodation is a change in the workplace environment or in the way things are customarily done that enable an individual with a disability to enjoy equal employment opportunities (Does not have to be phrase "reasonable accommodations" simply ask for a change or adjustment in the workplace)

• Three types:


- Job application process;
- Ability to perform the essential functions of the job; or
- Enjoy equal benefits privileges of employment as non-disabled employees


**Needs Assessments**

- A needs assessment is designed to take information from an individual about their essential job functions, disabling condition's and limitations associated by the condition in order to provide the most appropriate assistive technology (AT) solutions or workplace adjustments

Sample Evaluation

- Employee identifies diagnosis
- Employee describes how they are affected by their disability
- Employee describes impact of diagnosed condition on their ability to perform essential job functions
- Employee describes current workstation/work area configuration
- Employee lists applications and electronic information used
- Employee identifies any assistive technology/accommodations tried in the past
- Staff provides recommendations of AT equipment/software


**Workplace Ergonomics**

**Workplace Ergonomics**

- Ergonomics is the field of study that seeks to fit the job to the person, rather than the person to the job
- This process is achieved by the evaluation and design of workplaces, environments, job tasks, equipment, and processes in relationship to human capabilities and interactions in the workplace

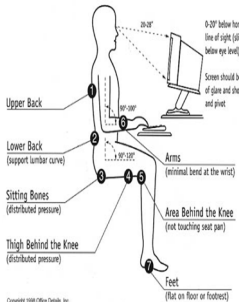
Reducing Repetitive Stress Injuries

- **Wrist Pain**
 - Keep wrists in neutral position by adjusting keyboard height and angle
 - Place keyboard and pointing device on same surface – prevents excessive reaching
 - Position keyboard so that the wrists align with the forearm – prevents awkward bending from side to side
- **Neck Pain**
 - Raise/lower monitor so that top of screen is at eye level
 - Raise/lower documents or use a document holder and keep work at midline of body – minimize leaning forward and trunk or neck twisting
 - Adjust chair or work height




Reducing Repetitive Stress Injuries


- **Leg Pain**
 - Adjust seat pan/backrest – avoids pressure on the knees
 - Adjust chair height/use footrest - allows feet to be flat on the floor
- **Back Pain**
 - Adjust work surface height - minimizes excessive arching of the back or slouching
 - Adjust the backrest of the chair - supports lower back curve
 - Sit with buttocks back in the chair - maximizes chair back support



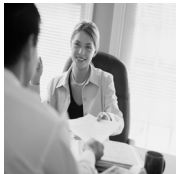
Workstation Checklist

- **Monitor Screen Top**
 - Slightly below eye level
- **Body**
 - Centered in front of the monitor and keyboard
- **Forearms**
 - Level or tilted-up slightly
- **Lower back**
 - Supported by chair
- **Wrists**
 - Should not rest while typing
- **Legs**
 - Horizontal
- **Feet**
 - Resting flat on the floor or footrest




 **Benefits of Practicing Workplace Ergonomics**

- Reduces repetitive stress injuries
- Decrease/cut lost work time and absenteeism
- Increase productivity
- Improve moral and well-being of workers



Federal Agency's are responsible for providing reasonable accommodations to employee's who have a disability or have a permanent injury and are no longer able to perform their essential job functions

 **Types of Disabilities**


- Dexterity (Mobility)
- Blind/Low Vision
- Deaf/Hard of Hearing
- Cognitive
- Communication

 **Assistive Technology Solutions**

 **Assistive Technology Solutions**

Dexterity (Mobility) Disabilities

- Alternative keyboards
- Pointing devices
- Voice Recognition Software
- Laptop Accessories
- Keyboard enhancement systems
- Keyboard trays



 **Assistive Technology Solutions**


Dexterity (Mobility) Disabilities

- Document holders
- Telephone Headsets
- Voice Recognition Software & training
- Ergonomic Chairs
- Back Rests
- Foot Rests




 **Group Exercise**



 **Exercise 1**


SCENARIO
Ms. Jane Doe; stroke survivor experiences limitations in her right hand (reduced motor skills), inability to hold items for long periods of time and lift items greater than 25lbs. Along with her other responsibilities, Ms. Doe is responsible for conducting interviews over the telephone and note taking at meetings. Ms. Doe is also required to conduct research in books, online and other sources. She is right handed and would like to continue using the computer because it helps with her rehabilitation.


RECOMMEND SOLUTIONS
What could assist Ms. Doe (cost & no cost)?

 **Assistive Technology Solutions**

Blind/Low Vision Disabilities


- Screen reader software
- Magnification software
- Scanner/reader software
- Closed circuit televisions (portable/desk top)



 **Assistive Technology Solutions**


Blind/Low Vision Disabilities

- Glare screens
- Portable notetakers
- Braille refreshable displays
- Braille embossers



 **Group Exercise**



 **Exercise 2**

SCENARIO
An investigative employee, Ms. Jane Doe is returning to work after having a stroke, is now experiencing vision problems. She has nerve damage in her eyes and her vision has not completely become stable. Ms. Doe currently wears eye glasses but still experiences difficulty seeing the characters on the screen. She is still going to the doctor for treatments however she is required to use the computer throughout the day to complete her reports, complete forms as well as review, perform document intake of receipt and file hardcopy documents received from outside sources.


RECOMMEND SOLUTIONS
Knowing the above information, what could assist Ms. Doe (cost & no cost)?

 **Assistive Technology Solutions**


Cognitive/Communication Disabilities

- Voice recognition software
- Word prediction software
- Screen reader software
- Cueing/memory aids
- Text based devices
- Communication devices




**Group Exercise**



**Exercise 3**

SCENERIO
Ms. Doe's memory and concentration has been affected as a result of the stroke she experienced two months ago. She is easily distracted while at meetings and during her interviews. Ms. Doe also finds it difficult while conducting interviews over the telephone. She works in a cubicle environment that has a door; she keeps it closed 90 percent of the time. She has brought in a dual headset in which she wears while creating her reports and filling out forms to drown out the noise around her in order to focus on her work.

RECOMMEND SOLUTIONS
What else can be done for Ms. Doe (cost & no cost)?

**DoL/CAP Partnership**

- Department of Defense (DoD) has partnership agreements with Federal agency's
- DOL signed agreement on October 31, 2001
- National Defense Authorization Act

Assistive Technology Accommodations Program
(10 U.S.C. 1585 SEC. 1102)


"The Secretary of Defense may provide assistive technology, devices, and services... to ... any department or agency of the Federal Government...for employees with disabilities...upon request of the head of the agency."

 **CAP Services**

- Assistive technology, software and services
- Installation, integration and training
- Needs assessments
- CAP Technology Evaluation Center (CAPTEC)
- Disability access information and resources

FREE




 **Resources**

- Job Accommodation Network
 - <http://www.jan.wvu.edu/>
- Computer/Electronic Accommodations Program
 - <http://www.tricare.mil/CAP/>
- Occupational Safety & Health Administration (OSHA)
 - <http://www.osha.gov/SLTC/ergonomics/>
- National Coalition on Ergonomics
 - <http://www.ncergo.org>
- Ergonomics.org
 - <http://www.ergonomics.org>

 **Questions & Answers**



	<h3>Contact Info</h3>
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