

NATIONAL ENDOWMENT FOR THE

Humanities

**Action Plan to Increase Employment Opportunities for
Individuals with Disabilities**

Fiscal Years 2017-2021

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INTRODUCTION

The National Endowment for the Humanities (NEH) presents this Action Plan to Increase Employment Opportunities for Individuals with Disabilities for FY 2017-2021. This Plan addresses the agency's goals, objectives and strategies to improve recruitment, career development, advancement and retention of individuals with disabilities to included targeted disabilities. This plan is in accordance with Executive Order 13548 "Increasing Federal Employment of Individuals with Disabilities", signed by President Obama on July 26, 2010 and is consistent with the requirements of the Rehabilitation Act of 1973 and the EEOC Management Directive 715.

OVERVIEW

Positions at the NEH include work in three broad areas: program operations, program support, and administrative support.

PROGRAM OPERATIONS

Positions that are engaged in carrying out the specific grant programs authorized by law. Professional program staff provides responses to public inquiries, assist in analyzing and evaluating grant applications, monitor the progress of awarded grants, and participate in the planning for future scope and content of programs.

PROGRAM SUPPORT

Positions that perform administrative, budget, planning and evaluation and grant processing work.

ADMINISTRATIVE SUPPORT

Positions that perform accounting, auditing, human resources management, administrative office services, and general administration support work.

The table below presents the various positions and job series at the NEH.

Title	<u>Series</u>
HUMANITIES ADMINISTRATOR	GS-1701
PROGRAM ANALYST	GS-343
PROGRAM MANAGEMENT	GS-340
ADMINISTRATIVE OFFICER	GS-341
MISC. CLERK AND ASSISTANT	GS-303

GENERAL ADMINISTRATION	GS-301
SUPPORT SERVICES ADMINISTRATION	GS-342
AUDITOR	GS-511
FINANCIAL ADMINISTRATION AND PROGRAM	GS-501
ACCOUNTANT	GS-510
ACCOUNTING TECHNICIAN	GS-525
BUDGET ANALYST	GS-560
ATTORNEY	GS-905
PARALEGAL SPECIALIST	GS-950
GRANT SPECIALIST	GS-1109
HUMAN RESOURCES SPECIALIST	GS-201
HUMAN RESOURCES ASSISTANT	GS-203
INFORMATION TECHNOLOGY SPECIALISTS	GS-2210
TECHNICAL INFORMATION SERVICES	GS-1412
PUBLIC AFFAIRS SPECIALIST	GS-1035
WRITER EDITOR	GS-1082
VISUAL INFORMATION SPECIALIST	GS-1084

PURPOSE

The National Endowment for the Humanities (NEH) is fully committed to improving our efforts to employ individuals with targeted and non-targeted disabilities into federal positions, through increased recruiting, hiring and retention. The purpose of this plan is to identify strategic goals and objectives along with a number of options and resources to facilitate the hiring process and attract and retain people with disabilities to the NEH.

SCOPE

This plan applies to all positions at the NEH.

MISSION

The NEH will:

- A. Increase recruitment and hiring of qualified individuals with disabilities at all grade levels and occupation series.
- B. Ensure that employees with disabilities have opportunities to participate in career development, promotion, training, awards, and other benefits and activities that are currently available to all NEH employees.
- C. Make reasonable accommodations to the known physical and mental limitations of qualified applicants and employees.

D. Avoid employment discrimination against individuals with disabilities.

GOALS

The NEH has established the following goals to promote the recruitment and hiring of qualified individuals with disabilities, including targeted disabilities:

In efforts to increase the percentage of individuals with disabilities in the workforce, NEH intends to annually hire a minimum of one individual with a “targeted” or “non-targeted” disability into a permanent position, to include disabled military veterans.

Factors that may affect NEH’s ability to meet these goals include:

- Turnover rate
- The level of FTEs allocated
- Budgetary constraints

STRATEGIC ACTIVITIES:

RECRUITMENT

NEH’s recruitment and workplace enhancement goals will require that the Office of Human Resources:

A. Examine its existing recruitment program to ensure there are no inadvertent impediments to the hiring of individuals with disabilities, as well as research best practices published by the EEOC and OPM for possible ways to enhance success under this plan.

B. Review and enhance its outreach to organizations that work with disabled individuals on a regular basis. OHR will continue to focus on building institutional relationships with organizations such as:

- State Vocational Rehabilitation Agencies (SVRAs)
- State Disability Service Agencies
- One-Stop Career Centers, which were established under the Federal Workforce Investment Act to provide a full range of job seeker assistance
- Rehabilitation Service Administration (RSA), a component of the Department of Education
- Vocational Rehabilitation Programs

- Centers for Independent Living (CIL) Programs
- Disabled Veteran's Outreach Programs (DVOPs)
- Disabled Transition Assistance Programs (DTAPS)
- Local Veterans' Representatives (LVERs) who work closely with veterans' with disabilities
- Social Security Administration's Employment Network providers;
- Consumer advocacy groups that serve and/or represent people with disabilities, such as the Multiple Sclerosis Society and the National Federation of the Blind

C. Periodically review the distribution listings for all vacancy announcements; incorporate relevant websites into routine recruitment efforts and continue to cultivate contacts at universities, colleges and placement offices to ensure that a diverse cadre of potential applicants are made aware of the announcements. OHR will utilize social media as a tool to reach a broader audience to include announcing position openings on the NEH's Twitter and Facebook accounts.

D. NEH hiring managers and human resources staff will work collaboratively to employ qualified individuals with disabilities through increased recruitment, hiring, and retention strategies, including the use of the Schedule A hiring authority.

E. The NEH will conduct training on hiring people with disabilities for supervisors and HR Staff; offer managers additional training opportunities and guidance on workforce planning and succession planning; produce fact sheets for managers on the use of Schedule A and other special hiring authorities and distribute Schedule A quick training videos; provide training and information regarding reasonable accommodations, including updated policy requirements, sources of accommodations, and the use of workplace flexibilities to aid in the employment and retention of individuals with disabilities; continue to track reasonable accommodation requests and outcomes and provide information regarding updated reasonable accommodation procedures in the job offer and new hire packages.

NEH officials will use the following indicators of progress to assess how effective the training is for managers and human resources officials: Hiring managers will be more comfortable using workforce data like disability hiring and retention statistics to shape their workforce and succession plans, fact sheets and information are timely distributed and employee satisfaction improves in relevant items in the Federal Employee Viewpoint Survey (FEVS) and reduction in the number of reasonable accommodations requests that are denied and improved retention rate of people with disabilities. Training and information-sharing are necessary to promote buy-in, awareness, and engagement in achieving our goal of becoming a model employer of people with disabilities. It is also critical that NEH officials understand their obligations related to accessibility and reasonable accommodations.

F. Ensure that supervisors and managers receive information on the options available to advance the spirit and goals of this plan. Examples include: providing OPM publications such as People with Disabilities in the Federal Government: An Employment Guide; the

Equal Employment Opportunity Commission's publication entitled Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans With Disabilities Act; and updating the "NEH Supervisors Guide to Federal Hiring Authorities."

G. Ensure that all vacancy announcements provide reasonable accommodation information in plain and understandable language.

H. The NEH will expand and increase the use of Schedule A hiring authority for individuals with "targeted" or "non-targeted" disabilities. Additionally, we will continuously educate HR professionals, hiring managers and applicants on the utilization and advantages of Schedule A.

I. Train and encourage managers in the use of special appointing authorities available to them when employing individuals with disabilities, including the excepted appointing authority to appoint readers, interpreters, and personal assistants for employees with severe disabilities.

J. Continue to coordinate employment opportunities for students and work to incorporate outreach efforts to students with disabilities. These efforts will include, as appropriate, selections under the Pathways Program. To increase representation of persons with disabilities in these programs, OHR will ensure that universities are made aware of NEH's interest in and commitment to employment of students with disabilities.

K. Ensure that the Selective Placement Coordinator continues to receive and maintain resumes from disabled individuals and make referrals under specific vacancy announcements.

L. Annually participate in a minimum of one job fair targeted to those with disabilities if the NEH budget allows.

M. An HR Specialist will be appointed to facilitate the goals of this action plan.

RETENTION

The NEH will assist employees with disabilities to perform their duties by:

A. Training: Each hire under this plan will have an initial and annual Individual Development Plan (IDP) created in coordination with his or her supervisor and supported by appropriate resources.

B. Mentoring: Each hire under this plan will be assigned a mentor who will provide guidance supplementing that of the supervisor, Selective Placement Coordinator, and HR.

C. Career Development: Each hire under this plan will be counseled on training and development strategies by the supervisor.

D. Schedule A appointees will be converted to competitive status after two years of satisfactory performance. OHR will monitor and track conversion eligibility through current personnel processing/reporting systems.

E. Conduct exit interviews of individuals with disabilities leaving Federal employment in order to collect information and develop data necessary to determine and eliminate barriers to retention.

ADDRESSING REASONABLE ACCOMODATION NEEDS

The NEH will continue to ensure that the reasonable accommodation needs of all employees are met. Continuing efforts to achieve this include:

A. Implementing enhanced part-time employment, telework and AWS programs whenever possible.

B. Procuring professional services to locate and install reasonable accommodation equipment as needed.

C. Ensuring that existing programs (including recruitment, training, promotion, reassignment, and developmental assignments) receive regular review and any needed adjustment or alteration to ensure that any qualified person with a disability can apply, participate, and generally enjoy equal benefits and privileges of employment. This will include providing appropriate information and training to supervisors so that they may support employment of persons with disabilities.

D. Ensuring sufficient expertise on part of NEH's Equal Employment Opportunity and OHR staff members responsible for responding to identified accommodation needs. This will include compilation of resources available for consultation, such as pertinent EEOC and OPM publications and advisory services or organizations such as State Vocational Rehabilitation Agencies and the Job Accommodation Network.

E. The NEH will work to ensure retention of employees injured on the job and improve return-to-work outcomes for employees who sustain work-related injuries and illnesses by increasing the availability of job accommodations and light duty jobs, and pursuing innovative strategies, procedures and structures that foster improved return-to-work outcomes. Reemployment of employees injured on the job will also assist the Agency in improving disability hiring outcomes.

F. The NEH will coordinate with the Department of Labor's Office of Workers' Compensation Programs (OWCP) to increase the return-to-work success of any future injured workers. It should be noted that the NEH has an extremely low percentage of employees who are injured on the job.

G. The NEH will develop strategies to implement the Presidential POWER Initiative: Protecting Our Workers and Ensuring Reemployment, including quarterly monitoring of the return-to-work status of employees who sustain injuries and illnesses.

H. The NEH will continue to evaluate and monitor any future Federal Employees Compensation Act (FECA) 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 and job reassignment.

I. The NEH will review and, if necessary, update its existing reasonable accommodation policy and procedures and ensure that all agency officials understand their obligations relating to accessibility and reasonable accommodations.

SCHEDULE A HIRING AUTHORITY

Schedule A is an excepted service hiring authority available to federal agencies to hire and/or promote individuals with disabilities without competing for the job. Applying the Schedule A hiring authority to fill a vacancy allows federal agencies to avoid using the traditional, and sometime lengthy, competitive hiring process.

SPECIAL HIRING AUTHORITIES FOR THIS PLAN

- Schedule A, 5 CFR 213.3102(u), for hiring Individuals with Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities and have documentation from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); any Federal agency, state agency, agency of the District of Columbia, or a U.S. territory that issues or provides disability benefits may apply for non-competitive appointment through the Schedule A (5 C.F.R. 213.3102(u)) hiring authority. They may qualify for conversion to permanent status after two years of satisfactory service.
- Schedule A, 5 CFR 213.3102(11) for hiring readers, interpreters, and personal assistants. This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.
- 5 CFR 315.604 for hiring veterans with disabilities enrolled in a VA training program. This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. Chapter 31). The veterans may enroll for training or work experience at an agency under

the terms of an agreement between the agency and VA. While enrolled in the VA program the veterans are not federal employees for most purposes, but are beneficiaries of the VA. Upon successful completion, the host agency and VA give the veterans Certificates of Training showing the occupational series and grade levels of the positions for which trained. The Certificates of Training allows any agency to appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.

PERCENTAGE OF EMPLOYEES WITH DISABILITIES (2016)

AGENCY	TOTAL WORK FORCE (includes FTE, PT, Intermittent)	NUMBER & PERCENTAGE OF EMPLOYEES WITH REPORTED DISABILITIES	NUMBER & PERCENTAGE OF EMPLOYEES WITH TARGETED DISABILITIES
NEH	171	9.94%	.58%

NATIONAL ENDOWMENT FOR THE HUMANITIES

PLAN CERTIFICATION


AGENCY LOCATION:

CONSTITUTION CENTER
400 7TH STREET SW
WASHINGTON, DC 20024

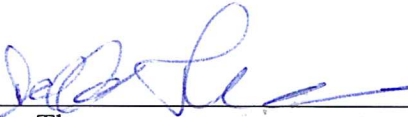
This certification indicates that this plan is being implemented as required by the EEOC and is in accordance with Executive Order 13548 "Increasing Federal Employment of Individuals with Disabilities", signed by President Obama on July 26, 2010 and is consistent with the requirements of the Rehabilitation Act of 1973 and the EEOC Management Directive 715. 5 CFR 720 and appropriate guidance issued by the U.S. Office of personnel Management. Additionally this agency has a current plan as required by the regulation.

THE RESPONSIBLE OFFICE FOR THIS PLAN:

The Office of Human Resources has been assigned overall leadership for this action plan.

Certifying Officials Signature: 
Anthony H. Mitchell
Director, Office of Human Resources
National Endowment for the Humanities

SIGNATURE OF SENIOR EXECUTIVE MANAGEMENT OFFICIAL

Certifying Officials Signature: 
Jeffrey Thomas,
Assistant Chairman for Planning and Operations
National Endowment for the Humanities

Effective Date of Plan: 10/01/2016