

Recruiting

Equal Opportunity Statement

Typical Equal Opportunity Employer Statement

EEOC, "[Company Name] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Company Name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training."

Recruiting

Equal Opportunity Statement Revisited

Equal Opportunity Statement as a Real Recruiting Opportunity

- “[Company Name] values diversity in race, color, religion, sex, national origin, age, disability, genetics, and more. We work hard to ensure equal employment opportunities for staff and potential staff from all backgrounds.”
- “People with disabilities encouraged to apply.”
- “Accommodations for applicants available quickly upon request.”

Paul Watson

Currently employed at Green River Log Cabins. Paul is deaf and uses sign language to communicate. Green River Log Cabins had to determine the best way to communicate with him.



Karl Hoecke

Currently employed at Riverbanks Zoo. Karl's disability is Down Syndrome. He works part-time at the gift shop and part-time at the restaurant. Karl successfully used a job coach to assist him in his transition to working independently.



Derrick Means

Currently employed at Spartanburg High School as a Media Center Assistant. Derrick has Cerebral Palsy. Spartanburg HS looked beyond Derrick's disabilities and found a very capable employee.



Disability Employment Building Blocks



Policies and Procedures Checklist

- Accommodation Requests
- Optional Medical Documentation Requirement
- Managing Confidential Health and HR Information
- Pre-approved Accommodations
- Budgeting for Accommodations
- Evaluation of Accommodation Effectiveness

Reasonable Accommodations

Reasonable Accommodations may make it possible for an employee with a disability to reach their highest level of productivity.

EXAMPLES

- ✓ Providing or modifying equipment.
- ✓ Making facilities accessible, removing barriers.
- ✓ Providing information in alternative formats.
- ✓ Modifying policies and procedures.

Accommodation Costs

According to the Job Accommodation Network:

59% of employers surveyed said the accommodations needed cost absolutely nothing

Of those accommodations that did have a cost, most employers reported it was typically a one-time cost of **\$500**



The Importance of "Declaring" the Disability

- Employers have the right to decide if they will require medical documentation of a disability before honoring accommodations requests.
- The employee has the right to decide if they want to declare their disability.
- They must **do so to the appropriate individual** (e.g., their supervisor, the employer, etc. - this varies across settings)
- All records and information regarding an employee's health information should be confidential and well-protected.

General Staff Training on Disability Sensitivity

While everyone may recognize disability, it is important that your team is working from a place of inclusion and open-mindedness regarding disability in the workplace.

Disability Sensitivity Training can be a valuable tool in adjusting workplace culture to be more welcoming.



Supervisors - The Key to Accommodating

Supervisors will end up getting most of the accommodations requests, and should be prepared for that.

Supervisors should know who and where the supports are in getting accommodation requests filled.



Accessible Benefits

The ADA prohibits discrimination in all employment practices, including **tenure, layoff, leave, fringe benefits, and all other employment-related activities.**

Example: If an employer provides gym memberships as a benefit to employees, the gym must also be accessible by people with disabilities. If it is not, the employer may open itself up to a Title I complaint.



Retention & Advancement!

- When you are hiring for a position higher in the organization, do not overlook your employees with disabilities.
- You know their work, and how to accommodate them, and you know how to make accommodations in the position they'll leave open.

Business Coalition

for Employment of People with Disabilities

An employer led collaboration intended to improve business outcomes through inclusive employment practices of people with disabilities.

For more information, contact Sandy Jordan at sjordan@able-sc.org

2019 EMPLOYER SUMMIT



MOBILIZING AN
UNTAPPED
WORKFORCE

Save the date for the fourth annual Employer Summit

When: Wednesday October 2, 2019
10:30-3:00pm

Where: Palmetto Club, Columbia
SHRM and HRCI credit pending
Registration link forthcoming!



Featuring Nick Schacht,
Chief Global Development
Director with SHRM



How to get involved!

For general information, contact **Sandy Jordan**, Director of Employment Programs at Able SC, at 864.235.1421 ext. 310 or sjordan@able-sc.org

Website: www.hiremesc.org



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QUESTIONS?

