

WHAT DOES THE NEW SECTION 503 REGULATION OF THE REHABILITATION ACT MEAN TO ALASKA FEDERAL CONTRACTORS REGARDING HIRING QUALIFIED PEOPLE WITH DISABILITIES?

A Business Employment Services Team (BEST) Collaborative Presentation, by:

- **Kristin Vandagriff**, *Alaska Governor's Council on Disabilities and Special Education*
- **Gloria Lewellyn** - *Division of Vocational Rehabilitation*
- **Michaela Phelps** - *Division of Vocational Rehabilitation*
- **Melissa Mitchell** - *Alaska Job Center Network (Disability Employment Initiative)*

Alaska SHRM Conference - September 25, 2015



What is BEST?



The **Business Employment Services Team (BEST)** is:

- an interagency collaboration between the Alaska Departments of Health and Social Services and Labor & Workforce Development as well as other state and federal agencies
- dedicated to meeting the workforce needs of Alaska businesses while improving hiring outcomes for individuals with disabilities and veterans

This collaborative group is comprised of staff from:

- the Governor's Council on Disabilities & Special Education (Alaska Integrated Employment Initiative)
- the Division of Vocational Rehabilitation
- the Alaska Job Center Network (including Business Services, Veterans Services, Mature Alaskans Seeking Skills Training, and the Disability Employment Initiative)
- the Division of Public Assistance
- the Alaska Mental Health Trust Authority (Beneficiary Employment & Engagement Initiative)
- the U.S. Department of Labor Veterans Employment and Training Services (VETS)

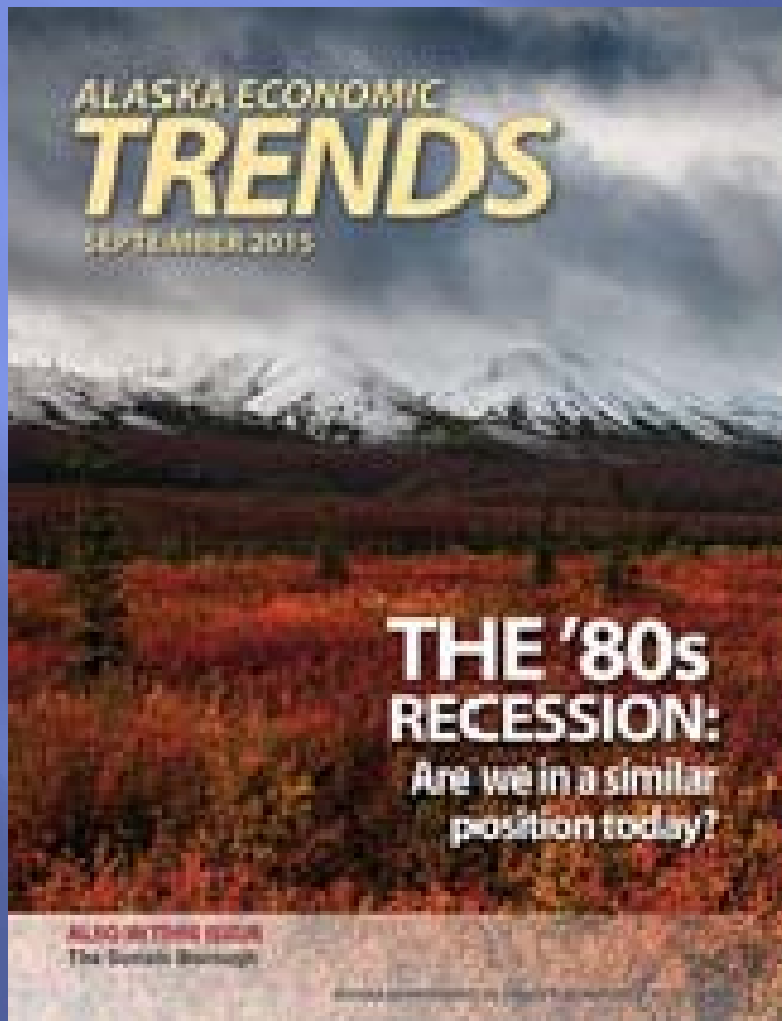
See our September feature in the Department of Labor's Trends newsletter



What Can BEST Do For Alaskan Federal Contractors?

1. Alaska federal contractor outreach, trainings, and state hiring resource linkages are a strong facet of the group's work, including frequent collaborative training events with the Office of Federal Contract Compliance Programs (OFCCP) relating to regulation changes to Section 503 of the Rehabilitation Act and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA).
 - OFCCP collaborative events have included a question and answer period to ensure federal contractors understand what they need to do to be compliant with federal law as well as state agency networking sessions to connect federal contractors with Alaska hiring resources.
2. BEST also holds two annual job fairs dedicated to its hiring mission for individuals with disabilities and veterans:
 - The Veteran's Job Fair – every November
 - The Business Employment Services Team Job Fair – every February
3. In addition, starting in October 2015, BEST will be hosting monthly employer events "Breakfast with BEST" to provide Alaska employers with informative presenters who will speak to best practices in hiring individuals with disabilities and veterans as well as local resources for employers to tap into this largely untapped Alaskan labor pool.

DOL Alaska Economic *Trends* *September 2015 issue*



Check out the last page for a highlight on “BEST”

Available online:

<http://labor.alaska.gov/trends/sep15.pdf>



Upcoming BEST Events:

Business Employment Services Team (BEST)

EMPLOYER EVENT: *"Breakfast with the BEST"*

8-10 a.m.
Wednesday
Oct. 21, 2015

Anchorage Midtown Job Center
3301 Eagle St., Room 104

With guest speaker
Neal D. Fried,
economist for the
Alaska Department
of Labor and
Workforce
Development



EVENT SCHEDULE:

8-9 a.m.: "Alaska's Economic Landscape"
by Economist Neal Fried

9-10 a.m.: Hiring resources for employing
individuals with disabilities and veterans

Q&A session

Light snacks and beverages provided

Employers — Learn how Alaska's economic landscape impacts you and explore innovative hiring approaches to tap largely untapped Alaska talent!

JOIN US! In honor of October being National Disability Employment Awareness Month, we cordially invite you to this free, informative, and interactive event regarding hiring individuals with disabilities and veterans. Let us help connect you with excellent employees, and if you're a federal contractor, let us also help you meet your Section 503 and VEVRAA hiring requirements for individuals with disabilities and veterans.

Who we are: BEST is an interagency collaboration between the Alaska Departments of Health and Social Services and Labor and Workforce Development as well as other state and federal agencies dedicated to meeting the workforce needs of Alaska businesses while improving hiring outcomes for individuals with disabilities and veterans.

LIMITED SEATING!

To RSVP or obtain more information:

Midtown Business Connection

ATTN: "Breakfast with the BEST"

Anchorage Midtown Job Center

Phone: (907) 269-4777, Fax: (907) 269-4819

Email: anchorage.employers@alaska.gov

** To request necessary accommodations, please contact the Midtown Business Connection in advance.

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

BEST Job Fair & OFCCP Training

*With State Agency
Networking Session on Hiring
Resources*

~February 19, 2016~

9am-12pm OFCCP Training

12-4pm Job Fair

A proud partner of the
americanjobcenter
network



Section 503 Basics:

Individuals With Disability (IWD):

Section 503 Final Rule implements changes necessitated by the passage of the ADA Amendments Act (ADAAA) of 2008 by revising the definition of "disability" and certain nondiscrimination provisions of the implementing regulations.

The Final Rule expands the definition of terms such as "major life activities," "major bodily functions," and who is "regarded as" having a disability, increasing the scope of employees protected under Section 503.

- (A) a physical or mental impairment that substantially limits one or more major life activities of such individual
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment

In the ADAAA, Congress fixed the definition of disability to cover more people and as a result, prevent more discrimination. For employers, this means they should no longer be focusing so much on who has a disability, but instead should be focusing on making accommodations and avoiding discrimination.

<http://www.dol.gov/ofccp/regs/compliance/faqs/ADAfaqs.htm>

Section 503 Basics:

What Changed?

- ▣ On August 27, 2013, the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) announced a Final Rule that makes changes to the regulations implementing Section 503 of the Rehabilitation Act of 1973
 - Prohibits employment discrimination on the basis of disability by Federal government contractors and subcontractors. Requires that covered contractors take affirmative action to employ and advance in employment qualified individuals with disabilities (IWDs)

Section 503 Basics:

Why the Changes?

Revisions are intended to enhance contractor accountability for compliance and ultimately increase employment opportunities for Individuals with a Disability.

- ▣ Despite technological advances there remains a substantial disparity in the employment rate of individuals with disabilities
- ▣ Office of Federal Contract Compliance Programs (OFCCP) is finding more violations of Section 503 during compliance investigations

Section 503 Basics:

Who is Impacted?

- ❑ Covered federal contractors: Purchase, sale or use of personal property or non-personal services (including construction)
- ❑ Section 503: Government contract or subcontract of \$10,000 or more

When Do The Changes Take Place?

- ❑ March 24, 2014
 - Contractors with existing Affirmative Action Plans (AAPs) on the effective date may wait to come into compliance as part of their standard AAP review and updating cycle
 - Contractors must comply with other revised requirements by the effective date

Highlights of Section 503 Final Rule:

Establish a utilization goal for hiring IWDs:

- ▣ Nationwide 7% utilization goal
 - Apply goal to each job group annually, except if 100 or fewer employees may use entire workforce
 - If goal not met, determine if impediments to EEO exist; take steps to correct any identified problems
 - Failure to meet goal is NOT a violation & will NOT carry penalties
 - Contractors who fail to meet this goal, however, should expect heightened scrutiny during audits and compliance proceedings

Section 503 Final Rule: RECRUITMENT

- ▣ Requires that contractors undertake "appropriate outreach and positive recruitment activities"
 - Gives contractors the flexibility to choose the specific resources they believe will be most helpful in identifying and attracting qualified individuals with disabilities, given their particular needs and circumstances
 - If the contractor uses an electronic application process, it must post an electronic notice to inform job applicants of their EEO rights. Electronic notices for applicants must be conspicuously stored with, or as part of, the electronic application
 - New paragraph requires contractors to state in job solicitations and advertisements that it is an equal opportunity employer of individuals with disabilities
 - Adds that reasonable accommodation extends to contractors' use of electronic or online job application systems. Contractors' must ensure that IWDs who cannot use the system have equal opportunity to apply and be considered for all jobs

Section 503 Final Rule:

Data collection:

- The Final Rule requires that contractors document and update annually several quantitative comparisons for the number of Veterans and/or IWDs who apply for jobs and that they hire. Having this data will assist contractors in measuring the effectiveness of their outreach and recruitment efforts. The data must be maintained for three years to be used to spot trends

Incorporation of the EO Clause:

- The Final Rule requires that specific language be used when incorporating the equal opportunity clause into a subcontract by reference. The mandated language will alert subcontractors to their responsibilities as Federal contractors.

Records Access:

- The Final Rule clarifies that contractors must allow OFCCP to review documents related to a compliance check or focused review, either on-site or off-site, at OFCCP's option. In addition, the Final Rule requires contractors, upon request, to inform OFCCP of all formats in which it maintains its records and provide them to OFCCP in whichever of those formats OFCCP requests

Section 503 Final Rule:

Invitation to Self-Identify: The Final Rule requires that contractors invite applicants to self-identify as IWDs at both the pre-offer and post-offer phases of application process

Pre-offer:

- Invite each applicant to voluntarily self-identify as an IWD at the pre-offer stage of the hiring process

Post-offer:

- Contractors must invite new hires to voluntarily self-identify after receiving a job offer and before the first day of work.
- Must invite incumbent employees to voluntarily self-identify as an IWD and every 5 years thereafter. In addition, at least once during the years between these invitations, contractors must remind their employees that they may voluntarily update their disability status at any time

We Can Help!

- ▣ Today we will touch on some key hiring resources available to Alaska federal contractors through the State of Alaska:
 - Governor's Council on Disabilities & Special Education
 - Division of Vocational Rehabilitation
 - Alaska Job Center Network



GCDSE Resources & Goal



- ▣ Our website, under the employment section, has many resources dedicated to assisting employers in hiring individuals with disabilities
 - <http://dhss.alaska.gov/gcdse/Pages/committees/et/>
- ▣ Our goal is to improve employment outcomes for Alaskans with disabilities

National Disability Employment Awareness Month (NDEAM)

- ▣ OCTOBER is National Disability Employment Awareness Month (NDEAM)



My disability is one part of who I am.

At work, it's what people can do that matters.

National Disability Employment Awareness Month — Celebrating 70 Years!

 OFFICE OF DISABILITY EMPLOYMENT POLICY
UNITED STATES DEPARTMENT OF LABOR
dol.gov/odep

The poster features four diverse professionals: a man in a green plaid shirt holding a red folder, a woman in a pink top, a man in a light blue shirt holding a dog, and a woman in a red and black striped dress sitting in a wheelchair. The background is a solid teal color.

To learn more, visit:

<http://www.dol.gov/odep/topics/ndeam/>

For free resources to take part, visit:

<http://promotions.usa.gov/odep.html>



- ▣ We are celebrating the 25th anniversary of the Americans with Disabilities Act (ADA)
 - “Eliminating discrimination against people with disabilities; working towards a future in which all the doors are open to equality of opportunity, full participation, independent living, integration and economic self-sufficiency for persons with disabilities.”
 - http://www.ada.gov/ada_25th_anniversary

Employment First:

- ▣ Overall concept: “*Employment in the general workforce is the first and preferred outcome in the provision of publicly funded services for all working age citizens with disabilities, regardless of level of disability.*” – Association for People Supporting EmploymentFirst
 - Real jobs for real wages for individuals with disabilities

- ▣ Alaska Employment First Law was passed May 2014:
 - Makes competitive and integrated employment the first and preferred outcomes in the provision of publically funded services to Alaskans with disabilities.
 - The Departments of Health and Social Services, Labor & Workforce Development, and Education & Early Development are required by this law to report annually to the Alaska Mental Health Trust Authority on their Employment First progress.
 - ▣ Competitive employment is defined as minimum wage or above for at least 20 hours per week; being paid no less than someone without a disability in a similar position.
 - ▣ Integrated employment is defined as employment in the community working alongside people without disabilities.

Join AK APSE!



- ▣ Join a diverse group of stakeholders including individuals with disabilities, service providers, educators, employers, state agency representatives (Department of Labor and Workforce Development & Department of Health and Social Services) and members of Alaska legislature
 - Link up with strong national and Alaskan professional networks dedicated to increasing the hiring of individuals with disabilities.
 - ▣ To learn more: www.apse.org
 - ▣ To Join both APSE & AK APSE:
<http://www.apse.org/membership/join/>

Project SEARCH



What is it?

- ❑ Internationally successful high school transition internship model
- ❑ Provides real-life work experience to help youth with significant disabilities make successful transitions from school to adult life
- ❑ Innovative business-led model:
 - Interns learn relevant, marketable, and transferable employability skills while immersed in the business in their last year of high school
 - Collaborative partnership between the local school district, the host business site, Project SEARCH, and other state service agencies
 - Project SEARCH is intended to meet the needs of the business community, including currently unmet needs.
- ❑ There are 4 Alaska Project SEARCH sites: Anchorage, Fairbanks, Mat-Su, & Central Peninsula

How can employers become involved?

- ❑ Join an Alaska Project SEARCH site Business Advisory Council
- ❑ Look into the potential of your business becoming a Project SEARCH site

Contact Information:



Kristin Vandagriff

Employment Program Coordinator

Governor's Council on Disabilities & Special Education

3601 C Street, Suite 740

Anchorage, Alaska 99503

907-269-8999

Kristin.vandagriff@alaska.gov

State of Alaska



Division of Vocational Rehabilitation

Services to our Consumers

Services





Pay Day People

People with disabilities who:

- ▶ Get a job without any help from outside sources.
- ▶ Work in a range of jobs from entry level to professional.

- ▶ Have marketable skills & qualifications for the job they seek.
- ▶ Have necessary job seeking skills to find a job & get hired.



Minimal Service Needs

Person who may need assistance in:

- ▶ Career Counseling
- ▶ Interest & aptitude testing
- ▶ Developing a resume
- ▶ Job seeking skills training.
- ▶ Finding job openings.
- ▶ Getting appropriate work clothing.
- ▶ Transportation.
- ▶ Job or work site accommodation information.

"A Stitch In Time"

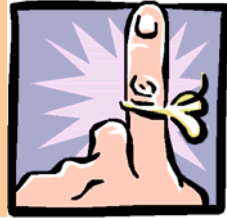
Intensive Employment Supports

- ▶ Disability Evaluation
- ▶ Disability Counseling & Awareness
- ▶ Benefits Analysis.
- ▶ Medical Services.
- ▶ Work tryout with Job Supports.
- ▶ Intensive Vocational or Academic training.
- ▶ Work site assistive technology or job modifications.
- ▶ On-the-Job-Training with an employer.

Individualized Services

- ▶ Services based on individual need depending on the challenges to employment.
- ▶ Some need more ... some need less to achieve their employment goal.
- ▶ Consumers get the opportunity for choices.
- ▶ Some services based on financial need.

Reminder



DVR assists individuals with physical or mental disabilities who need

significant services

to obtain or maintain employment.

EMPLOYER SERVICES



Employer Services

Training and Technical Services–

- ▶ Employing People with Disabilities
- ▶ Disability Awareness
- ▶ Americans with Disability Act and Updates
- ▶ OFCCP Federal Guidelines

Creating Opportunities for Placement

- ▶ Work Based Internships, short-term employment (like seasonal or project work), apprenticeships
- ▶ Recruit QUALIFIED applicants with disabilities
- ▶ Promote awareness of disability related challenges for continued employment with current employees
- ▶ Assist employers with challenging work site or related issues.

Network Development

- ▶ Consultation, technical assistance and support for employers on
 1. Accommodations, Assistive Technology, workplace access with community partners
 2. To enable employers to obtain qualified applicants.
 3. **BEST** Services – **B**usiness **E**mployment **S**ervices **T**eam A **N**EW statewide team to assist with ANY employment need.

Linking to Funding Sources

- ▶ Assist employers to utilize financial supports for hiring/accommodating individuals with disabilities such as:
 1. Tax Credits
 2. Fidelity Bonding
 3. On the Job Training contracts

Contact information

- ▶ **Anchorage**

- ▶ Gloria Lewellyn 269-2071
- ▶ Michaela Phelps 269-7479

- ▶ **Fairbanks**

- ▶ Beau Kelly 451-3178

- ▶ **Juneau**

- ▶ David Belton 465-8951

Alaska Job Centers



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

A proud partner of the
americanjobcenter
network

**Melissa Mitchell
Employment Counselor II
Midtown Job Center**



“It’s a full time job looking for a job!”
**(And it’s a full time job looking for the
right employee!)**

Anchorage/Mat Su Job Centers

- ▶ Midtown Job Center – 269-4759
- ▶ Muldoon Job Center – 269-0000
- ▶ Eagle River Job Center – 694-6904
- ▶ Mat Su Job Center – 352-2500
- ▶ Open 8am – 5pm Monday – Friday



Anchorage/Mat Su Job Centers

70+ Computers.... 8000+ Visitors monthly

Resource Room:

Printers....

Fax Machine.....

Copiers....

Information...

Staff Assistance.....

No cost for any of our services.



Anchorage Job Centers

Workshops!

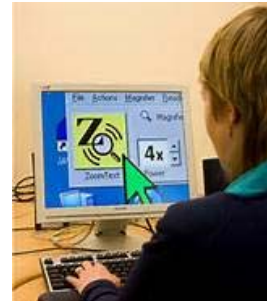
- ▶ Interviewing 101
- ▶ Resume Writing
- ▶ State of AK applications
- ▶ Job Search
- ▶ Employment After Incarceration
- ▶ Career Support and Training Orientation



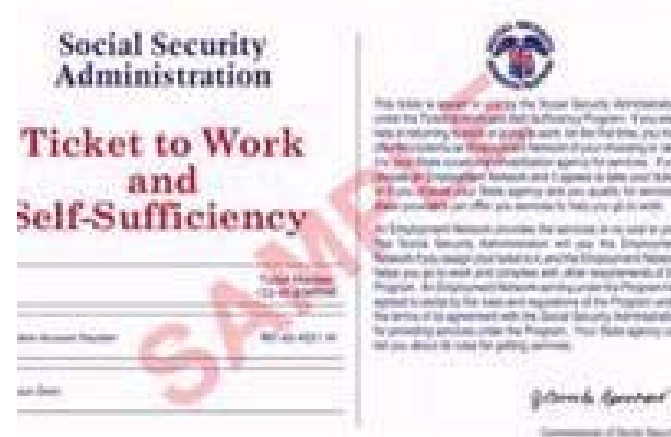
Employment Counselors and Vet Reps

Anchorage Job Centers

Assistive Technology



Job Center Employment Network and Ticket to Work



Social Security Disability Benefit Programs

- Social Security Disability Insurance (**SSDI**)
- Supplemental Security Income (**SSI**)
- Both SSDI and SSI – **concurrent benefits**

Main questions and concerns...

- ▶ **Will I lose my benefits and health care?**
- ▶ **How do I get the skills and experience I need?**
- ▶ **What if I have to stop working?**



Ticket to Work Program

- Voluntary Program of the Social Security Administration
- Eligibility - SSDI/SSI beneficiaries ages 18-64
- Help at the Job Center for navigating TtW program

Goals:

- Encourage people to try employment
- Reduce reliance on disability benefits
- Increase self-sufficiency
- Improve quality of life

Job Center Services for Employers



Alaska Department of Labor and Workforce Development Alaska Job Center Network

 search

Labor & Workforce Development State of Alaska

- HOME
- JOB SEEKER
- WORKER
- EMPLOYER
- RESEARCHER
- LABOR SHORTCUTS

State of Alaska > Department of Labor & Workforce Development > Alaska Job Center Network > Home

MAIN MENU

- Business/Employer Connection
- Job Seeker Resources
- Job Training
- Unemployment Insurance
- Vocational Rehabilitation
- Public Assistance
- Labor Market Information
- Alaska Job Centers

HOT TOPICS

- [On-the-Job Training Info](#)
Job Seeker Employer
- Apprenticeship
- [Alaska Career Ready and WorkKeys®](#)
- Hot Jobs
- ROPE (Rural Outreach Program for Entrepreneurs)



Click here to enter ALEXsys
Alaska's Job Bank

QUICK LINKS

- ALEXsys - Alaska's Job Bank
- State Government Jobs
- Workplace Alaska
- USAJOBS - Federal Gov. Jobs
- Apprenticeship
- Veterans' Services
- Youth Services
- Job Fairs Calendar
- Finding Work in Alaska
- Healthcare Jobs
- Seafood Jobs
- On-the-Job Training
 > [Employer Brochure \(PDF\)](#)
- MASST - Mature Alaskans Seeking Skills Training
- US Forest Service Jobs
- Partner Resources
- AVTEC

Business Connection

HAPPENING NOW

- Job Fairs, Recruitments and Workshops

MASS RECRUITMENTS



- Veterans
- Seafood
- Healthcare
- Oil & Gas
- Mining
- Apprenticeship

Use a room at your local job center for mass recruitment or training

HIRE LEADERSHIP AND EXPERIENCE



APPLICATIONS AND PERMITS

- Employment Application (PDF) (Word)
- Youth Work Permit (PDF)

POST A JOB

To advertise a job opening to Alaska job seekers, post a job on Alexsys.



[Click here to enter ALEXsys Alaska's Job Bank](#)

The job opening can be posted nationwide, too.



For more personal assistance, contact your nearest Alaska Job Center

EMPLOYER HIRE INCENTIVES



- Corporate Employer Veteran Tax Credit
- Work Opportunity Tax Credit (WOTC)
- Fidelity Bonding
- Employee Wage Reimbursement

HIRE SKILLED WORKERS



EMPLOYMENT AND LABOR LAWS



- Employment-Related Posters
- Employment Security Contribution
- Federal Contractors
- Labor Standards and Safety
- Workers' Compensation
- Youth Work Permit

ALASKA ENTREPRENEURSHIP



- Small Business Development Center
- Labor Market Information
- Create a Job Description - O*NET
- Economic Information
- Job Start

PROTECT YOUR WORKERS



The Business Connection can help you with:

- One on one assistance!
- Recruitments – in house, flyers, information
- ALEXsys questions and posting a job
- Staff Liaison with qualified Veterans – Martine Robinson
- List Serve
- Job Fairs
 - Veteran's Job Fair – 11/13/15
 - Diversity Job Fair/OFCCP – 2/19/16
- Rapid Response = Confidential assistance during lay offs
- Trainings/Webinars
- Meeting Space or Interview Rooms
- Local Labor Market Information
- Apprenticeships

Other employment tools from the State of Alaska.....

**National Career Readiness
Certificates/WorkKeys**

Fidelity Bonding



What is WorkKeys?

- ▶ Job skills assessment – results in receiving a **National Career Readiness Certificate**
- ▶ Skills needed for any occupation and at any level of education
- ▶ Measures these skills:
 - Reading for Information
 - Applied Math
 - Locating Information

Who uses WorkKeys?

- ▶ Apprenticeships
- ▶ Construction Academy
- ▶ Some State of Alaska Jobs
- ▶ Other Companies



Certificate can also be listed on a resume/application to show the skill level in these areas.

The Alaska NCRC – Powered by WorkKeys®



NATIONAL CAREER READINESS CERTIFICATE™

The State of **Alaska** awards a

GOLD

National Career Readiness Certificate to

Joseph P. Sample

In recognition of verified skills in Applied Mathematics,
Locating Information, and Reading for Information



Certificate #J102E3SAMPLE
Issue Date 6/30/08



Work Keys results can help employers:

- ✓ Find applicants with the right skills.
- ✓ Reduce employee turnover.
- ✓ Save interviewing time and money.



Fidelity Bonding



What is a Fidelity Bond?

- ▶ A business insurance policy that protects the employer in case of loss of money or property due to employee dishonesty such as:

- theft
- forgery
- larceny
- embezzlement



Who is it for and how much?

- For people with felonies/misdemeanors and other “at-risk” job applicants designated by the insurance industry as being **NOT BONDABLE**
- \$5,000 Bond for a 6 month period



It's easy to use !

- ▶ Simple form for the Job Center staff to complete.
- ▶ The insurance can be put into effect instantly at time of job offer - no approval processing.
- ▶ There are no forms or other papers for the employer to fill-out.
- ▶ No cost to employer or employee!



Thank you!

Let us know how we can help....



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Melissa Mitchell
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Midtown Job Center
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Q&A

