

EXECUTIVE ORDER 31 STRATEGIC PLAN

OBJECTIVE 1

Make current workplaces accessible for both current & potential employees, interns, apprentices, and fellows.

- Conduct an accessibility survey of agency websites, documents, and job postings each year, all of which should be accessible to all people with disabilities.
- Ensure all employees receive annual training on how to request reasonable accommodations (RAs), combined with a written plain language explanation of how to request an RA.
- Have all officers and employees take a training upon this Strategic Plan.
- Check in biannually with employees about the quality of the RA, performance of vendors used to provide RAs, and/or the sufficiency of current RA in place.
- Track employee satisfaction in terms of provision of support for working as a person with a disability.
- Develop hiring practices to ensure that interviews and communications are accessible and welcoming to people with disabilities, including: making reasonable accommodations easier to request; being mindful of language; refining job requirements; partnering with community organizations; providing necessary accommodations; understanding what can and cannot be asked; getting feedback from existing employees.
- Perform quarterly and annual data analysis of self-identified disability disclosures in order to track performance, adjust practices, and/or recommend new goals and objectives towards hiring and retaining more employees with disabilities.
- In collaboration with the CDO, ensure that managers, supervisors, and the Human Resources team know how to contact the appropriate state agencies - the Department of Civil Service (ODIM), the Office of Employee Relations and/or internal agency staff in order to develop or expand upon RAs.

OBJECTIVE 2

Proactively connect to people with disabilities for open positions

- Review Civil Service 55-B/C lists for open positions and pro-actively contact qualified people for interviews.
- Work with the Inclusive Internship Coordinator to provide internships to people with disabilities.
- Work with appropriate state entities (ACCES-VR, Commission for the Blind, OPWDD, OMH, DOL) on offering Customized Employment.
- Work with ACCES-VR and the Commission for the Blind on providing resources and services for work-based learning experiences, internships, and training for high school and college students with disabilities.



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OBJECTIVE 3 - PART 1

Communicate to the public, other agencies, and stakeholders about increased support and welcoming of people with disabilities.

- Conduct town halls and/or listening sessions to convey desire to hire people with disabilities.
- Include goal of hiring more people with disabilities into any of its external emails, news updates, newsletters, and appropriate social media posts.
- Include language on all appropriate job postings that specifically states "all people with disabilities are encouraged to apply" to all jobs that they are qualified to do.
- Post appropriate excerpts of the EO 31 Strategic Plan to agency website and include language on agency website that specifically says "all people with disabilities are encouraged to apply" to all jobs that they are qualified to do.
- Make copies of EO 31 Strategic Plan available at all job fairs the agency attends.
- Add references to non-discrimination and equal opportunity statements in all appropriate documents (printed or online) to make them available and accessible to members of the public.
- Distribute both the initial Strategic Plan and its annual updates to all appropriate employee unions.
- Make a copy of the Strategic Plan available to contractors, vendors, agencies who assist people with disabilities seeking employment and members of the public in the format requested by the individual making the request.

OBJECTIVE 3 - PART 2

Communicate to agency management team, hiring managers, and all employees about increased support and welcoming of people with disabilities.

- Send biannual emails to all agency employees regarding the desire to hire more people with disabilities and expand inclusivity and accessibility. Employees will be encouraged to spread the word to their own personal networks.
- Reference the Strategic Plan in any annual forms or messages to agency staff e.g. the DOCCS Commissioner's annual form 6920A "Policies and Standards Generally Applicable to All Employees."
- Post the Strategic Plan to agency's internal website.
- Make the Strategic Plan available to any employee who requests it in the format it is requested in.
- Make concerted efforts to add Strategic Plan goals to trainings, orientations and webinars.
- Reference the Strategic Plan in non-discrimination and equal opportunity statements and posters prominently displayed in offices, in areas frequented and accessible to employees.

