

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | | |
|--------------------------------|--------|----|
| a. Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b. Cluster GS-11 to SES (PWD) | Answer | No |

During FY19, we had a total of 865 employees of which 176 (20%) were employees with a disability. Of the 176, a total of 74 (9%) were in GS-1 through GS-10 positions. A total of 102 employees (12%) were in GS-11 through SES positions.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | | |
|---------------------------------|--------|----|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b. Cluster GS-11 to SES (PWTD) | Answer | No |

During FY19, the RRB workforce consisted of 865 employees of which 176 listed a disability. A total of 24 (3%) employees listed a targeted disability. A total of 13 employees with a targeted disability worked in GS-4 through GS10 positions and 11 employees with a targeted disability worked in GS-11 through SES positions.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The agency communicated the numerical goals to the hiring managers through the NFA training every other year. OEO also communicated these goals to the Board Members who reinforced the agency commitment at the disability program in FY19.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

Human Resources has designated a HR Specialist to assist in improving the staffing of people with disabilities by contacting different organization assisting people with disabilities re-enter the workforce. We send all vacancy announcements to these organizations. We also have the Employees with Disabilities Advisory Council who assists in finding organizations that assist people with disabilities.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	0	0	0	N/A
Architectural Barriers Act Compliance	0	0	1	Scott Rush Supvy Facility Operations Specialist scott.rush@rrb.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Melissa T Welch Lead HR Specialist/ Selective Placement Coordinator melissa.welch@rrb.gov
Special Emphasis Program for PWD and PWTB	0	0	1	Kathy Robinson EEO Specialist kathy.robinson@rrb.gov
Section 508 Compliance	0	0	1	Robert LaBerry Supvy IT Specialist robert.laberry@rrb.gov
Processing reasonable accommodation requests from applicants and employees	0	0	1	Regina Block HR Specialist/Labor Relations regina.block@rrb.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

All managers and supervisors, and HR personnel, completed "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities" course in RRB University in March of FY19. For FY20, the same groups will complete the training again and it should be released in the coming weeks with an end of July due date.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

We have a Selective Placement Coordinator in Human Resources who ensures we have a contact person at disability organization so we can advise them of all vacancy announcements being posted to usajobs.gov to ensure people with disabilities are advised of our job openings.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		
Objective	Under the new sub-element that is to be included in all manager's performance appraisals, managers will be apprised on this beginning in 2020.		
Target Date	Oct 1, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 1, 2020		Periodic follow ups with HR for status update
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

We do not identify job applicants with disabilities. All positions are filled based on the applicants knowledge, skills and abilities and not on their disability.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The RRB is restricted in its use of special appointment authorities based on the Railroad Retirement Act (RRA) and the Railroad Unemployment and Insurance Act (RUIA). Both the RRA and the RUIA mandate that all positions within the RRB must be in the competitive service with the exception of only 3 positions (assistant to Board Members). The agency is therefore restricted in its use of special appointment authorities and is limited to authorities that permit non-competitive hiring into competitive service positions

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Individuals do not apply for a position under a hiring authority that takes disability into account because we do not have authority to

hire under these special authorities as stated above.

- 4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer N/A

We do not have hiring authority under Schedule A and therefore, no training is provided on Schedule A.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

During FY19, OEO worked with HR to establish and maintain contacts with eight organizations that assist PWD and PWTD. these organizations include the Chicago Lighthouse, Aspire Non-Profit, Trinity Services, Inc., Search, Inc., Goodwill Chicago, America Works, the City of Chicago and the Department of Human Services. We secured a contact person at each organizations with their email addresses and telephone numbers. We send our vacancy notices to them and in turn they disburse the information to clients being serviced by their organization.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- 1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

- a. New Hires for Permanent Workforce (PWD) Answer No
- b. New Hires for Permanent Workforce (PWTD) Answer No

The RRB hired a total of 81 new employees in FY19. A total of thirty-three (33) employees (41%) listed a disability of which eighteen(18) individuals or 22% were hired at GS-5 through the GS-10 level and fifteen (15) individuals or 19% of new hires were hired at GS-11 through SES positions. That's a 2% difference which did not signal a trigger.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants					
% of Qualified Applicants					
% of New Hires					

- 2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer No
- b. New Hires for MCO (PWTD) Answer No

The RRB has two mission critical occupations (MCO): 2210 and 0993. A total of fourteen (14) individuals were hired in the 2210 MCO in which four (4) or 28% of the 14 new hires listed a disability. None reported a targeted disabilities. We do not see this as a trigger because our numbers are small. If just one person had listed a targeted disability, that would represent 7% of the new hires. A total of thirty-four (34) individuals were hired in the 0993 MCO of which fifteen (15) or (44%) of the 34 new hires listed a disability. A total of two (2) new hires listed a targeted disability (6%).

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer No
- b. Qualified Applicants for MCO (PWTD) Answer No

A total of one hundred and nine (109) internal applicants applied for promotion in the MCO 0993. A total of eighteen (18) or 6% of the employees identified a disability and three (3) or 3% identified a targeted disability. A total of nine (9) employees did not identify a disability and eighty-six (86) stated they did not have a disability. A total of six (6) employees applied for a promotion in the MCO 2210, A total of two (2) employees or 33% identified a disability. No employee identified a targeted disability and four (4) stated they did not have a disability.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

For MCO 0993, sixty-one (61) employees were promoted into 0993 positions. Of the sixty-one, fourteen (14) or 23% of the employees listed a disability and three (3) or 5% of those listed a targeted disability. For MCO 2210, four (4) employees were promoted into the 2210 positions. No employees listed a disability. Again, due to so few promotions, we do not see a trigger in that none of the 4 listed a disability

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

All employees have advancement opportunities based on their knowledge, skills and abilities. Reasonable accommodations are provided to those in need but advancement is based on the individuals skills and abilities and not because they have a disability.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

All employees can complete an Individual Development Plan (IPD) to assist them in moving ahead in the agency. They share their plan with their supervisor and they set short term and long term goals as to what they would like to achieve at the RRB. We have online courses that they can take to help them with their goals. By writing it down and sharing it with supervisor, they are reminded of their goals and their supervisors are tasks with encouraging and assisting them reach their goals and/or positions they aspire to.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Fellowship Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

The RRB did not offer any other career development programs other than the IDP in 2019. Managers and supervisors took required supervisory/management training.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

We did not offer career development programs in FY19.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer No

b. Awards, Bonuses, & Incentives (PWTD)

Answer No

The RRB issued 835 awards (this includes performance based incentive awards, suggestion awards, time-off awards, group awards, cash award not based on performance and quality step increases (QSI) for FY19. A total of 152 awards (18%) were issued to employees who listed a disability and 18 employees (2%) listed a targeted disability.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

One hundred and fifty-four employees (154) received a quality step increase. A total of twenty-eight (28) or 18% of these employees listed a disability. Of the twenty-eight, one employee (1%) listed a targeted disability. We do not consider this a trigger because some employees do not state what disability they had and some did not update their disability codes. We requested all employees update their disability codes during FY19 because some codes have changed. However fewer than 20% updated their disability codes and that could make the difference. We intend to request employees to update their disability status again in 2020 or by 2021.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)

Answer N/A

b. Other Types of Recognition (PWTD)

Answer N/A

The RRB does not have any additional recognition programs other than those listed above.

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer No

- ii. Internal Selections (PWD) Answer No
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

During FY 19, no employee was promoted into a SES position. One employee was promoted in to a GS-15 and that employee stated they did not have a disability. A total of eighteen (18) employees applied and qualified for a target GS-14 position. Of the eighteen, three or 17% of the employees, listed a disability(with one stating that their disability was not listed). A total of seven (7) employees were promoted and three (3) listed a disability (43%). A total of nine (9) employees applied and qualified for a GS-13 position of which one (1) listed a disability and one (1) stated their disability was not listed (22%) Overall, one hundred and thirty-one employees (131) applied and qualified for the promotion they applied for. Twenty-eight of these employees listed a disability (21%). Forty-seven employees were promoted and fourteen (14) listed a disability (30%).

2. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. SES
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No

During FY 19, no employee was promoted into a SES position. One employee was promoted in to a GS-15 and that employee stated they did not have a disability. A total of eighteen (18) employees applied and qualified for a target GS-14 position. Of the eighteen, one (1) listed a target disability (5%). A total of seven (7) employees were promoted and one (1) listed a target disability (14%). A total of nine (9) employees applied and qualified for a GS-13 position. No one listed a target disability but one did state their disability was not listed. We do not believe this constitutes a trigger because the number of applicants were so small. Overall, one hundred and thirty-one employees (131) applied and qualified for the promotion they applied for. Five employees listed a targeted disability (4%). Forty-seven employees were promoted and two employees listed a target disability (4%). Overall, one

hundred and thirty-one employees (131) applied and qualified for the promotion they applied for. Five employees listed a target disability (4%). Forty-seven employees were promoted and fourteen (14) listed a disability (30%).

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWD) Answer No
- b. New Hires to GS-15 (PWD) Answer No
- c. New Hires to GS-14 (PWD) Answer No
- d. New Hires to GS-13 (PWD) Answer No

During FY19, the RRB hired one (1) individual to a SES position. That individual did not list a disability. We cannot find a trigger for one new hire. The RRB hired two (2) individuals for a GS-15 position. One (1) individual (50%) listed a disability. The RRB hired four (4) individuals for a GS-14 position. One (1) individual (25%) listed a disability. The RRB hired four (4) individuals for a GS-13 position. One (1) individual (25%) listed a disability.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWTD) Answer No
- b. New Hires to GS-15 (PWTD) Answer No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

As stated above, during FY19, the RRB hired one (1) individual to a SES position. This individual did not list a targeted disability. The RRB hired two (2) individuals for a GS-15 position. One (1) individual (50%) listed a targeted disability. The RRB hired four (4) individuals for a GS-14 position. None listed a targeted disability. We cannot find a trigger for 4 new hires. The RRB hired four (4) individuals for a GS-13 position. One (1) individual did not want to identify their disability (25%). Since the RRB does not have hiring authority under Schedule A and the new hires are small in number, we do not see a trigger to support a barrier analysis in the GS-14 position.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer No

- ii. Internal Selections (PWD) Answer No
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

During FY19, no employee applied or was selected for an executive supervisory position. (GS 15 and above) A total of twenty (20) employees applied and qualified for a manager's or chief's position at the GS-13/14 level. A total of four (4) employees listed a disability (20%). Seven (7) employees were selected and one (1) listed a disability (14%). A total of twenty (20) employees applied and qualified for a for supervisor position at the GS-12 and below level. A total of seven (7) employees listed a disability (35%). Eight (8) employees were selected and one (1) listed a disability but did not want to identify it (13%).

6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No
- c. Supervisors
 - i. Qualified Internal Applicants (PWTB) Answer No
 - ii. Internal Selections (PWTB) Answer No

During FY19, no employee applied or was selected for a GS-15 supervisory position. A total of twenty (20) employees applied and qualified for a manager's or chief's position at the GS-13/14 level. One listed a targeted disability (5%). Seven (7) employees were selected and one (1) listed a targeted disability (14%). A total of twenty (20) employees applied and qualified for a for supervisor position at the GS-12 and below level. One employee listed a targeted disability (5%). Two employees listed a disability but did not want to identify it. Eight (8) employees were selected. One selectee stated they had a disability but did not identify it (13%).

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer No
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

Three (3) new individuals were appointed to the RRB Board by the President of the United States. Of the Three Board Members, no one listed a disability. One individual was hired as the Chief Information Officer (SES) position. That individual did not list a disability. No individual was hired at the GS-15 management level. No individual was hired at the GS-14 management level. Three (3) individuals were hired at the GS-11 and GS-14 supervisory level. One (1) or 33% listed a disability. These new hires are so

small in number that we do not see this as a trigger.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTD) Answer No
- b. New Hires for Managers (PWTD) Answer No
- c. New Hires for Supervisors (PWTD) Answer No

Three (3) new individuals were appointed to the RRB Board by the President of the United States. Of the Three Members, no one listed a targeted disability. One individual was hired in the Chief Information Officer (SES) position. That individual did not list a targeted disability. No individual was hired at the GS-15 management level. Three (3) individuals were hired at the GS-11 and GS-14 supervisory level. None listed a targeted disability. We do not hire many high level manager's and usually promote within when possible. Since we cannot use Schedule A and our new hire numbers are so small, w do not see this as a trigger.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

The agency is restricted from using Schedule A.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWD) Answer No
- b. Involuntary Separations (PWD) Answer No

A total of 90 employees separated from the agency in FY19. Of the 90 employees, 14 or 16% listed a disability. A total of eleven (11) employees or 12% of the employees voluntarily separated and three (3) employees or 3% involuntarily separated. (2 of these involuntary separations were due to the employees death).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

During FY19, no employee who listed a targeted disability separated from the RRB (0%).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

No trigger existed.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.rrb.gov/Resources/OfficeOfEqualOpportunity/EEOPolicies> and <https://www.rrb.gov/Resources/OfficeOfEqualOpportunity/Nondiscrimination>.

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.rrb.gov/Policy#aba>.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The IT department is in the process of revising/changing some of the RRB systems so that they are compatible with each other and pull data from each other so claims are paid quicker and more efficiently.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average time frame for processing initial requests was 15.5 work days. The lowest time was 2 days and the highest was 40 work days. Only one initial accommodation took 40 work days. All others were less than 30 work days. Three requests took more than 40 work days but that was due to the need for additional medical information, shipment delays and a modification that was appealed by the employee.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The reasonable accommodation policy and procedure is very effective. Employee are able to come to the Office of Equal Opportunity (OEO) if they are not satisfied with their accommodation or they are denied, wish to file a complaint or just talk about it. This policy is on the OEO and HR internal website for all employees to read. OEO also provided training to managers in 2017 when the policy was revised and it is apart of the annual new supervisors training. When revisions are made to the policy, a training PowerPoint is downloaded to our training module (RRB University) and we ensure all complete it by tracking their progress. Over half of the accommodations were for the sit/stand desk and ergonomic chairs and keyboards.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

We included the PAS procedure in the Reasonable Accommodation Policy. During FY19, no one requested PAS so no data is available on this.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

- 2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

- 3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

The agency had no findings of discrimination alleging harassment based on a disability.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

- 2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

- 3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

The RRB had no findings of discrimination involving the failure to provide a reasonable accommodation during FY19.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

- 1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

- 2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

- 3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

- 4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

- 5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

No activities were completed that impacted on eliminating a barrier because we have not identified any barriers.

- 6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.