

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

*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

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	1037	108	10.41	23	2.22
Grades GS-1 to GS-10	178	34	19.10	2	1.12

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

The NLRB continues to train its Hiring Managers on the numerical goals and the importance of using hiring flexibilities, such as veteran hiring authorities; student appointments; and Schedule A for persons with differing abilities to increase the applicant pool for vacant positions. These hiring authorities are shared with the Hiring Managers as additional recruitment strategies to increase their recruitment of PWD and PWTD applicants.

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

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 PWTd	1	0	1	Lisa Hudnell Associate Director lisa.hudnell@nlrb.gov
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Lisa Hudnell Associate Director Lisa.Hudnell@nlrb.gov
Section 508 Compliance	0	0	1	Andrew Martin Chief Librarian andrew.martin@nlrb.gov
Architectural Barriers Act Compliance	3	0	0	Jessica Graham Director, Facilities & Property Branch jessica.graham@nlrb.gov
Special Emphasis Program for PWD and PWTd	1	0	0	Director, OHR lawrence.patterson@nlrb.gov
Processing reasonable accommodation requests from applicants and employees	3	0	0	Charnita Walker Associate Director Charnita.Walker@nlrb.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

The Employment Solutions Team frequently discusses the responsibilities of implementing and presenting the options of the Schedule A program for recruitment during regularly scheduled meetings. The team remains focused on updating and improving the intake process in our SharePoint database and updated applicant information used when referring individuals with disabilities to Hiring Managers. The DPM frequently participated in the engagement on EEOC-facilitated Federal Exchange on Employment and Disability (FEED) calls. NLRB has revamped the disability program and webpage to include more resourceful information for employees. NLRB has dedicated training for the Disability Program Managers. This allowed the NLRB to incorporate disability recruitment goals (2% for PWTd and 12% for PWDs) into the Agency's Strategic Recruitment Plan. We have annual Agency wide initiatives like the "Count Me In" campaign that encourages employees to voluntarily self-identify race and national origin/ethnicity & disability so that we have a more accurate demographic information. This helps the Disability Program best address and support the needs of the employees. The Disability Program also introduced its first Disability Mentoring Day where we engaged students from colleges, universities, and institutions that primarily focus on persons with disabilities. Dedicated resources for Section 508 compliance and launched the first DEIA newsletter used to educate Agency staff about disabilities and provide information about resources and events. Finally, Agency leadership is briefed on the importance of recruiting and retaining persons with disabilities.

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

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Increase percentage of reasonable accommodation requests completed within the Agency's Reasonable Accommodation Procedures. A few outliers contributed to lowering the average processing time. The program will continue reviewing those cases to see what could be done differently to shorten processing. Additional staffing was added to assist with reasonable accommodation requests. The program will continue to ensure all staff gets adequate training and monitor trends as they occur.		
Target Date	Sep 30, 2024		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2023	The Agency developed and provided mandatory training for managers and supervisors on their roles and responsibilities in handling requests for reasonable accommodations. The program hired additional staff to assist with an increase of reasonable accommodation requests and increased the information disseminated to all employees concerning requests for reasonable accommodation.	

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 PWTDD

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.

The Agency uses the DOL Workforce Recruitment Program (WRP) for applicants seeking Schedule A employment. OPM maintains a list of the Schedule A Placement Coordinators on their website available for applicants to send their application packages directly to the coordinators. Applicants may also apply to vacancies listed in USAJobs by selecting the Schedule A eligibility option to be considered for an appointment using the Schedule A hiring authority.

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 PWTDD for positions in the permanent workforce

The NLRB uses the WRP to identify candidates that can be considered for Schedule A. In addition, we keep an in-house database of resumes from Schedule A candidates that contact us directly for employment. We review the resumes and determine if there are any vacant positions where they could be considered.

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.

The HR Specialist reviews the individual's application packages and validates the documents to determine eligibility. If the individual applied to a specific position, then they will be referred if they were found qualified. If they did not apply to a specific job announcement, then the application/documents are uploaded to our internal database. When positions become vacant, the database resumes are reviewed to determine if there are any qualified Schedule A candidates that can be considered for the position. Qualified Schedule A candidates are automatically referred to hiring officials.

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 Yes

OHR has an ongoing collaboration between the hiring managers and the servicing HR Specialist when developing a recruitment strategy to fill vacant positions. OHR explains hiring flexibilities, to include Veterans hiring authorities and Schedule A hiring authority for persons with differing abilities; and shares qualified Schedule A applicants with hiring managers before posting vacancy announcements.

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.

The Agency maintains our contacts with the Operation Warfighter Program/Wounded Warrior Program and Neurodiversity in the Federal Workplace. Additionally, the Agency still maintains relations with the Melwood Partnership Program, which established the opportunity for people with disabilities and targeted disabilities and opportunity to gain work experience. Due to the past COVID-19 pandemic, the Agency has not been able to accept new applicants through this partnership. Now that the pandemic has subsided, the Agency’s goal is to reestablish this partnership to accept new applicants.

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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	71	8.45	0.00	4.23	0.00
% of Qualified Applicants	33	6.06	0.00	3.03	0.00
% of New Hires	1	0.00	0.00	0.00	0.00

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

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0905 ATTORNEY	1	0.00	0.00

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

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

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.

The Agency continues to explore options for more targeted outreach. The Strategic Recruitment Program identifies hiring events and media platforms to attract job seekers, to increase awareness of job opportunities for applicants with differing abilities. We continue to search the DOL WRP Database when recruiting for positions for candidates. The Agency has training and career development opportunities available to all employees, including PWDs and PWTDs. For example, the Agency strongly encourages the use of Individual Development Plans (IDP) as a framework for assessing and addressing training and development needs, a touchstone for continuous improvement, and a roadmap for career success. The Agency also utilizes programs such as the Pathways, and Language Specialist Programs which also identifies qualified Schedule A employees that are referred to hiring officials for consideration. These programs drive employee engagement, help with upward mobility opportunities, and progress

employees from administrative professionals.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The Agency supports career development through in-house training programs, support for external training attendance, internship programs, and detail programs. Employees are encouraged to complete an Individual Development Plan (IDP) annually. Use of IDPs is voluntary. The Agency provides periodic workshops for employees and supervisors on best practices for IDP implementation. In FY23, the Agency conducted multiple sessions of webinar courses across our development programs, which include the Leadership Development Program, Legal Professional Development Program, Administrative Development Program, and General/Core Skills Development Program. The Agency also conducted three in-person training conferences for New Board Agents, Field Managers and Supervisors, and Regional Directors plus an in-person bootcamp for New Regional Directors. Additionally, In-house training programs include access to online training content through the Agency’s learning management system (LMS) with hundreds of self-paced courses, books, and videos; and West LegalEdcenter, a collection of legal training courses. Resources in the LMS were accessed 47,690 times during FY23 (an increase of roughly 30,000 from FY22), and West LegalEdcenter resources were accessed 555 times. Additionally, individual business units and conduct ad hoc training sessions as needed, and regional offices conduct monthly training sessions. External training attendance for targeted career development is supported through funding of attendance at external training events including classes, courses, conferences, meetings, symposia, etc. Any employee may request funding to attend external training. Individuals covered by a collective bargaining agreement (CBA) are subject to the limits outlined in their CBAs; requests from other employees are evaluated on a case-by-case basis. There were 261 approved requests to attend external training during FY23. The Agency offers the Bridge Program, a program for administrative professionals in the regional offices who are interested in converting to a higher-graded legal professional position. There are a limited number of opportunities in the Bridge Program offered each year, and they are filled through a competitive process. Detail programs are offered in accordance with CBA guidelines. Management determines the number and location of detail assignments, which are then filled via a competitive process jointly conducted by representatives from management and the bargaining unit. The Agency provides a comprehensive Leadership Development Program (LDP) with different components for employees at different levels. The LDP is organized into five components: Aspire, Emerge, Apex, Emerge-Executive, and Executive Development. The Aspire component is a voluntary, self-paced program for unit employees who are interested in preparing for a possible future supervisory position. The Emerge component is a two-year mandatory program for new supervisors. The Apex component is a voluntary program for existing supervisors and managers. The Emerge-Executive component is an application-based program for managers who are interested in becoming executives. The Executive Development component is a voluntary program for ongoing development of SES employees.

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 (%)
Internship Programs	95	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Fellowship Programs	11	2	0	0	0	0
Other Career Development Programs	406	406	16	16	1	1
Mentoring Programs	0	0	0	0	0	0
Training Programs	380	380	30	30	2	2
Detail Programs	7	3	2	1	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 No
- b. Selections (PWD) Answer No

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 No
- b. Selections (PWTD) Answer No

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	510	39.44	43.21	20.00	43.59
Time-Off Awards 1 - 10 Hours: Total Hours	4723	352.11	407.46	208.00	382.91
Time-Off Awards 1 - 10 Hours: Average Hours	9	5.63	0.93	40.00	-1.71
Time-Off Awards 11 - 20 hours: Awards Given	230	14.08	19.90	20.00	12.82
Time-Off Awards 11 - 20 Hours: Total Hours	4069	259.15	351.61	448.00	218.80
Time-Off Awards 11 - 20 Hours: Average Hours	17	12.68	1.76	88.00	-3.42
Time-Off Awards 21 - 30 hours: Awards Given	233	19.01	18.86	24.00	17.95
Time-Off Awards 21 - 30 Hours: Total Hours	7032	642.25	547.15	768.00	615.38
Time-Off Awards 21 - 30 Hours: Average Hours	30	23.24	3.01	128.00	0.85
Time-Off Awards 31 - 40 hours: Awards Given	15	0.00	1.35	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	592	0.00	50.57	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	39	0.00	3.83	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	1	0.70	0.00	4.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	48	33.80	0.00	192.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Average Hours	48	33.80	0.00	192.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	216	23.94	16.99	12.00	26.50
Cash Awards: \$501 - \$999: Total Amount	165368	18942.96	12947.67	9876.00	20880.34
Cash Awards: \$501 - \$999: Average Amount	765	557.04	78.86	3292.00	-27.35
Cash Awards: \$1000 - \$1999: Awards Given	312	19.01	26.11	16.00	19.66
Cash Awards: \$1000 - \$1999: Total Amount	518459	29221.83	44044.15	26764.00	29747.01
Cash Awards: \$1000 - \$1999: Average Amount	1661	1081.69	174.72	6688.00	-116.24
Cash Awards: \$2000 - \$2999: Awards Given	246	14.79	21.55	24.00	12.82
Cash Awards: \$2000 - \$2999: Total Amount	596223	36140.14	52228.39	60880.00	30853.85
Cash Awards: \$2000 - \$2999: Average Amount	2423	1720.42	251.09	10144.00	-79.49
Cash Awards: \$3000 - \$3999: Awards Given	112	14.08	7.98	24.00	11.97
Cash Awards: \$3000 - \$3999: Total Amount	402250	50849.30	28732.54	84864.00	43581.20
Cash Awards: \$3000 - \$3999: Average Amount	3591	2542.25	373.06	14144.00	63.25
Cash Awards: \$4000 - \$4999: Awards Given	208	11.27	18.13	16.00	10.26
Cash Awards: \$4000 - \$4999: Total Amount	939350	49414.08	82217.20	73400.00	44288.89
Cash Awards: \$4000 - \$4999: Average Amount	4516	3088.03	469.74	18348.00	-172.65
Cash Awards: \$5000 or more: Awards Given	116	5.63	10.36	0.00	6.84
Cash Awards: \$5000 or more: Total Amount	922399	38661.97	82077.62	0.00	46923.08
Cash Awards: \$5000 or more: Average Amount	7951	4832.39	820.73	0.00	5864.96

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	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.

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|--------------------------------------|--------|----|
| a. Other Types of Recognition (PWD) | Answer | No |
| b. Other Types of Recognition (PWTD) | Answer | No |
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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.

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|--|--------|----|
| a. SES | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| 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 |
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2. Does your agency have a trigger involving PWTD 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.

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|---|--------|----|
| a. SES | | |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD) | Answer | No |
| b. Grade GS-15 | | |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD) | Answer | No |

c. Grade GS-14

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

i. Qualified Internal Applicants (PWTD)	Answer	No
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ii. Internal Selections (PWTD)	Answer	No
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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
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b. New Hires to GS-15 (PWD)	Answer	No
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c. New Hires to GS-14 (PWD)	Answer	No
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d. New Hires to GS-13 (PWD)	Answer	No
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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
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b. New Hires to GS-15 (PWTD)	Answer	No
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c. New Hires to GS-14 (PWTD)	Answer	No
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d. New Hires to GS-13 (PWTD)	Answer	No
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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
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ii. Internal Selections (PWD)	Answer	No
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b. Managers

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

- | | | |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
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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 |
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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 |
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8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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.

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|-------------------------------------|--------|----|
| a. New Hires for Executives (PWTB) | Answer | No |
| b. New Hires for Managers (PWTB) | Answer | No |
| c. New Hires for Supervisors (PWTB) | Answer | No |
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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 Yes

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.18
Permanent Workforce: Resignation	35	3.52	2.76
Permanent Workforce: Retirement	35	3.52	2.76
Permanent Workforce: Other Separations	33	1.41	2.85
Permanent Workforce: Total Separations	105	8.45	8.56

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.17
Permanent Workforce: Resignation	35	4.00	2.83
Permanent Workforce: Retirement	35	4.00	2.83
Permanent Workforce: Other Separations	33	4.00	2.66
Permanent Workforce: Total Separations	105	12.00	8.48

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.

The Agency does have a process for collecting exit interview data from employees. However, the exiting interview survey is voluntary. Of the 13 voluntary separations that reported having a PWD (6 resigned, 5 retired and 2 other types of separations).

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.

Section 508 | National Labor Relations Board <https://www.nlrb.gov/reports-guidance/policies/section-508>

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.

Section 508 | National Labor Relations Board <https://www.nlrb.gov/reports-guidance/policies/section-508>

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 Agency will continue to provide 508 training courses for the appropriate staff. The General Services Administration (GSA) manages government buildings and real estate spaces for Federal agencies. NLRB will continue to work with GSA through their ongoing accessibility assessment as part of their extensive diversity, equity, inclusion, and accessibility efforts.

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.)

For FY23, the average processing time for reasonable accommodations was 75 days.

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 NLRB effectively manages the Agency's reasonable accommodation program in several ways. The NLRB ensures timely processing of reasonable accommodation requests by utilizing a custom-built system RACMS (Reasonable Accommodation Case Management System) that allows the dedicated human resources specialist to capture all requests, manage letters/documents sent to employees, and track progress of the requests to ensure timely processing. The RACMS system is also used to run reports and analyze reasonable accommodation data trends across the agency. The NLRB also conducts annual supervisor and manager training on the reasonable accommodation policy and process. Additionally, we ensure we stay up to date on mandated regulations and utilize resources such as the Job Accommodation Network (JAN) and Cyberfeds to stay informed. The NLRB also has a dedicated reasonable accommodation email box that employees and applicants may use to submit their reasonable accommodation request.

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.

The NLRB received no requests for Personal Assistance Services in FY23.

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.

N/A

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 Yes

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.

N/A

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.

There was not a factor that prevented the agency from 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).

The NLRB has revamped the disability program and webpage to include more resourceful information for employees. We have annual Agency wide initiatives such as the "Count Me In" campaign that push for employees to voluntarily self-identify disabilities and ethnicity, so that we have more accurate demographic information. The Disability Program also introduced its first Disability Mentoring Day where we engaged students from colleges, universities, and institutions that primarily focus on persons with disabilities. Additionally, the Agency acquired dedicated resources for Section 508 compliance. Lastly, the Agency continued to use its quarterly DEIA newsletter to commemorate special observances for persons with disabilities. All of the above initiatives served to support the Agency's targeted goals.

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.

As mentioned above, there was not a factor that prevented the agency from completing any of the planned activities. All trigger(s) and/or barrier(s) were met.