



Executive Order 31:

Committing New York State to Becoming a Model Employer for People With Disabilities

April 29, 2025

Executive Order 31, issued by Governor Kathy Hochul on July 27, 2023, commits New York State to being a model employer for people with disabilities. As part of that mandate, every executive-controlled state agency is required to issue and maintain a strategic plan that outlines its strategy to increase the number of people with disabilities it hires and retains.



Data as of 4/29/2024

Question	Answer
Agency Contact Person	Tiffany Parker
Total Number of Employees	2,080
Total Number of Employees with Disabilities	202
Number of Reasonable Accommodations between 2024	276

Agency Strategic Plan Development

Per Executive Order (EO) 31, every executive state agency within the State of New York shall, in collaboration with the Office of the Chief Disability Officer (CDO), develop an annual plan at the agency. The plan shall detail the steps the agency will take to improve the hiring of people with disabilities and disability inclusiveness and increase the percentage of people with disabilities hired at each agency. These plans shall be submitted to the CDO six months from the effective date of this order and updated annually thereafter (12 months from the date on the cover page of this plan).

The point person from each agency will work both with their agency's leadership team and the CDO in this effort. If an agency point person must change, it is incumbent on the exiting point person to inform the CDO of this change as soon as possible, along with the name, title and email address of the new contact person.



Objective 1

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

Action	Accountability
<ul style="list-style-type: none"> Conduct an accessibility survey of agency websites, documents, and job postings each year, all of which should be accessible to all people with disabilities, including people with vision and hearing limitations. Ensure that all employees receive annual trainings on how to request reasonable accommodations (RAs), combined with a written plain language explanation of how to request a RA that is sent to their email. Have all officers and employees take a training within 60 days of starting employment upon this Strategic Plan, effective immediately upon availability of the training materials, and annually thereafter. Check in twice a year with employee being provided with long-term RAs or services connected to RA about the quality of the RA, performance of vendors used to provide RAs, and/or the sufficiency of current RA in place to empower that person to do their job. Track employee satisfaction in terms of provision of support for working as a person with a disability. While you should survey all your employees, questions to include specifically for your workers with disabilities are: <ul style="list-style-type: none"> How comfortable do you feel working here? How would you rate our existing disability programs and training? What additional programs and training would you like to see? How do you feel about our disability inclusion efforts? Where would you like to see improvement? What additional accommodations do you need? What steps would you like leadership to take to make the work environment more conducive to disabled people? What other benefits or perks would you like added to the compensation package to support employees with disabilities better? 	<ul style="list-style-type: none"> Report annual accessibility survey results. Report plain language explanation. Report annual log of all employees who completed Strategic Plan training. Report annual list, anonymously noted, of RAs provided with details regarding the quality of the RA, quality of vendor involved in providing RA and effectiveness of RA in allowing the employee to do their job. Report results of annual employee feedback.



Action	Accountability
<ul style="list-style-type: none"> Develop hiring practices to ensure that interviews and communications are accessible and welcoming to people with disabilities, including: making reasonable accommodations easier to prompt for or 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. 	<ul style="list-style-type: none"> Report new hiring and communications efforts aimed at becoming more welcoming to prospective and current employees with disabilities. Report quarterly data of self-identified disability disclosures. Report annual efforts taken to ensure that managers, supervisors, and Human Resources team has the resources necessary to handle RA requests or difficulties.

Objective 2

Pro-actively connect to people with disabilities for open positions.

Action	Accountability
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Report annual number of hires from these Civil Service 55-B/C lists. Report annual number of inclusive internships, and whether each intern was retained in either a part-time or full-time capacity. Report annual anonymous data on Customized Employment. Report resources utilized for work-based learning experiences, internships, and training.

Objective 3 – Part 1

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



Action	Accountability
<ul style="list-style-type: none"> 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 state specifically that "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. Issue or collaborate on a press release upon the completion of initial EO 31 Strategic Plan and annually thereafter upon its required yearly updates. 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. 	<ul style="list-style-type: none"> Report annual list of town halls and/or listening sessions. Report language used in external emails, news updates, newsletters, and appropriate social media posts that demonstrates efforts to reach people with disabilities to recruit. Include in annual report copies of job postings that include this phrase, including the job title of each listing. Demonstrate with screenshots all of the locations that this language is included throughout website. Report annual list of all job fairs and other recruitment events attended. Provide copy of press release in annual Strategic Plan. Report non-discrimination and equal opportunity statements. List all unions that received Strategic Plan. List all entities that received Strategic Plan, and any alternative formats that are requested.

Objective 3 – Part 2

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

Action	Accountability
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Include copy of dated biannual emails in Strategic Plan and provide details as to how your employees are encouraged to convey this message to their personal networks. Provide copy or screenshot of where your agency includes inclusive language for people with disabilities into its handbook or policy and procedure documents. Provide screenshot or active link of the Strategic Plan on agency's internal website. Report on all alternative formats that agency makes its Strategic Plan available, and through which vendor. Report ways in which Strategic Plan goals are woven into trainings, orientations, and webinars. Provide screenshots, jpegs and/or copies of all references or postings of Strategic Plan.



Partnerships with Outside Not-for-Profits

Existing	To Be Created
Grant Associates, Disabled American Veterans, VA Veteran Readiness and Employment, Living Resources, Restoration Society-ACE, Innovative Placements, NY Scion, Rochester Works, Unity House	

Partnerships with Community

Existing	To Be Created
Our Ability, Disabled American Veterans, VA Veteran Readiness and Employment, Living Resources, Restoration Society-ACE, Innovative Placements, NY Scion, Rochester Works, Unity House, ACCESS VR statewide, DOL statewide	

