COMMONWEALTH of VIRGINIA

Office of the Governor

Executive Directive 8 (2007)

DIRECTING ALL STATE AGENCIES TO ACTIVELY RECRUIT QUALIFIED APPLICANTS WITH DISABILITIES FOR EMPLOYMENT OPPORTUNTIES

The Commonwealth of Virginia enjoys a statewide unemployment rate below four percent and it would be advantageous for state agencies to tap into an underused but qualified labor market to fill open positions.

By virtue of the authority vested in me as Governor under Article V, Section 1 of the Constitution of Virginia and Sections 2.2-103 and 2.2-104 of the Code of Virginia, I hereby direct all executive branch agencies, including institutions of higher education, boards, and commissions to expand existing efforts for recruiting, accommodating, retaining and advancing people with disabilities for positions available in state government.

Agency hiring managers are encouraged to participate in training offered by the Department of Human Resource Management. These trainings will be coordinated with Virginia Commonwealth University's Rehabilitation Research and Training Center project, "Promoting Partnerships and Employment for Virginians with Disabilities," which is funded through the Virginia Board for People with Disabilities and the state rehabilitation agencies, Department of Rehabilitative Services and Department for the Blind and Visually Impaired. Trainings will cover topics including Title I of the Americans with Disabilities Act (ADA), Code sections 51.5 – 41 and 51.5 – 42 of the Virginians with Disabilities Act, interviewing techniques, accommodations and assistive technology, and other resources available to assist in the employment of people with disabilities.

All executive branch agencies, boards, commissions, and institutions shall examine existing practices relating to employment of people with disabilities which shall include a review of their recruitment efforts, interviewing criteria, testing procedures and resources to assist in accommodating workers with disabilities.

All executive branch agencies shall report to the Secretary of Administration by July 1 of each year regarding their efforts pursuant to this executive directive, including the efforts of any boards and commissions for which the agency is responsible. The report shall be in a format to be specified by the Secretary of Administration. The Secretary of Administration shall make this format available no later than December 31, 2007.

Given under my hand and under the Seal of the Commonwealth of Virginia, this 23rd day of October, 2007.

Timothy M. Kaine, Governor