The Alternative Employment Program

The Alternative Employment Program was established by law to assist certified state employees who are on an approved leave of absence due to a work related or non-work related disability which precludes the performance of their current job duties.

Employees must be determined by a physician to be permanently and totally disabled from performing their current job duties but able to perform other job duties.

Employees who meet the criteria may inquire about the program through their agency's personnel office and receive an alternative employment package. Participation in the program is voluntary and will not affect disability benefits if participation is declined.

The Interagency Committee on Employees with Disabilities (ICED)

ICED advises state agencies on disability matters and state employees on issues of concern.

The committee sponsors educational events, awards program, internship program, and maintains a website. The committee issues a newsletter and various publications including:

- Your Right to Reasonable Accommodation
- Resolving Job Problems
- Assistive Technology for State Employees with Disabilities

Veterans with Service Connected Disabilities

United States military members who have a verifiable service connected disability from the United States Department of Veteran Affairs are eligible to be considered for the Successful Disability Opportunities (SD) Program. Service members who have a service connected disability are highly encouraged to apply for screening and testing. Contact the Disabled Workers Program Coordinator at 217-524-7514 for more information. Please be aware that in all state eligibility procedures for agencies under the jurisdiction of the Governor veterans are considered first and receive hiring preference.

Illinois Dept. of Employment Security (IDES)

The Illinois Department of Employment Security (IDES) provides job referrals for people around the state, including people with disabilities, veterans, and veterans with disabilities. In addition to IDES' regular staff, most IDES offices are assigned a Disabled Veterans' Outreach Program Specialist, a fellow disabled veteran who is a specialist in providing employment services. These representatives can also refer disabled veterans to job training programs with partner agencies and assist job search needs including referrals to state jobs. IDES staff will explain disabled veteran preference for state jobs and help navigate the CMS website for jobs. IDES provides intensive services to help identify and overcome employment barriers for eligible veterans. Disabled veterans can attend workshops on job hunting, resume writing and interviewing skills, and receive supportive services. Learn more at…

www.ides.state.il.us

Member Agencies

Dept. of Human Rights, Co-Chair
Dept. of Human Services, Co-Chair
Civil. Service Commission
Council on Developmental Disabilities
Dept. of Agriculture
Dept. of Central Management Services
Dept. of Employment Security
Dept. of Insurance
Dept. of Natural Resources
Dept. of Veterans Affairs
Statewide Independent Living Council
U of I Div. Specialized Care for Children

Employee Members

Deborah Johnson-Small
Michael Knepler
Elaine Lazell
Karl Moulton

Interagency Committee on Employees with Disabilities (ICED)

c/o Illinois Dept of Human Rights
222 South College St, Room 101
Springfield, Illinois 62704
217-785-5119 (Voice)
217-785-5125 (TTY)
217-785-5106 (Fax)
Susan.Allen@Illinois.gov
www.state.il.us/iced

Department of Central Management Services

Springfield Assessment Center
130 West Mason Street
Springfield, Illinois 62702
217-524-7514 (Voice)
800-526-0844 (TTY)

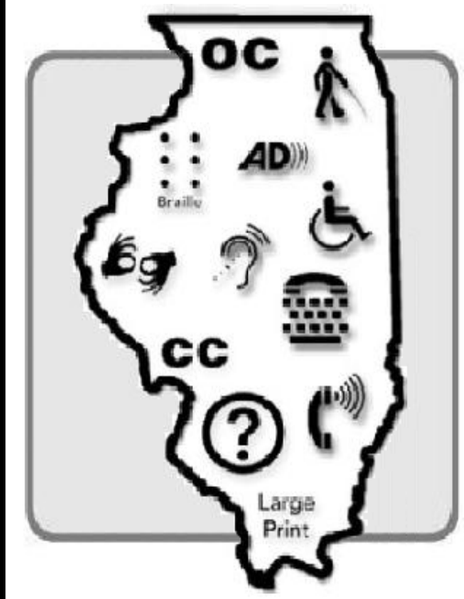
Note: *This brochure is available in alternative formats upon request made to ICED.*

3/25/2010

State of Illinois

Pat Quinn, Governor

Employment Opportunities for People With Disabilities



Rocco Claps, Co-Chairperson
Illinois Dept. of Human Rights

Michelle Saddler, Co-Chairperson
Illinois Dept. of Human Services

Interagency Committee on Employees With Disabilities—ICED

Introduction

The Interagency Committee of Employees with Disabilities (ICED) was created by statute in 1974 to represent the interests of employees with disabilities in Illinois state government. ICED advocates for the rights of state employees with disabilities and serves as a resource for state agencies on disability-related issues, including employment and promotion opportunities in state government.

The State of Illinois takes great pride in its efforts to create a diverse workforce that mirrors the community it serves. The Illinois Human Rights act requires agencies to practice affirmative action in employment of qualified minorities, women, and people with disabilities.

The State of Illinois values its employees with disabilities and the contributions they have provided in the workforce. The State of Illinois is also committed to making every effort to ensure the Department of Human Rights mandate is fulfilled. Toward that end, the state has established several programs targeting applicants with disabilities. This brochure briefly explains these programs and provides contact information for further inquiries. If you are a job seeker with a disability and are considering a career in state government, ***please read on…***

The State of Illinois Wants You!

If you have a disability and want employment with the state, you should know the following information.

First, all state agencies are required by law to practice affirmative action in recruiting people with disabilities. On the state employment application, you will have an opportunity to state whether you have a disability.

Second, there are several programs in place to assist you in gaining state employment, as well as becoming successful in performing your job once you have been hired.

Where to Find Job Vacancies

For job vacancies with the fifty or more agencies under the jurisdiction of the Governor, go to the following website, **www.work.illinois.gov.** For job vacancies with the offices of the Secretary of State, the Treasurer, the Comptroller, and the Attorney General, visit the following website, **www.illinois.gov/government/const.cfm**

The Accommodated Testing Program

For applicants with disabilities, CMS offers an accommodated testing program at all five Assessment Centers (Chicago, Springfield, Marion, Champaign, and Rockford). Accommodations are adjustments to the testing procedure that allow people with disabilities to be assessed fairly. Testing accommodations include but are not limited to: *Braille exams, ASL interpreters, Zoom Text, extra time, and a personal reader for the test.*

If you have questions about the accommodated testing program, see the contact information for CMS on the back of this brochure.

Eligibility for State Employment

For disability program applicants, once you identify state vacancies, complete an application (CMS-100) for each title in which you have interest. Submit the applications to the CMS Springfield Assessment Center, Disabled Services Coordinator (information on back). You will either be given a grade for each title based on the application or you will be required to take a test. Your name will be placed on a list and if you are selected, you will be called for an interview. Applicants not participating in the disability program can apply on-line at **www.work.illinois.gov.**

Other eligibility options appear below.

Successful Disability Opportunities (SD) Program

Another option in gaining state employment is the SD program, where an individual with a disability gets an eligibility certificate for a state title through his or her state rehabilitation counselor. Then, the individual tests for the position and goes on a list made up exclusively of people with disabilities. Once an agency calls for this list, individuals will be interviewed and the best qualified candidate will be hired.

Supported Employment Program

The Supported Employment Program assists candidates whose disability seriously limits their functional capacities but who can perform certain state government jobs with the assistance of a job coach, technical support and/or other assistive technology.

The Supported Employment Program is designed for candidates seeking first-time employment with state government.

The hiring agency must have an established trainee program in place prior to selection and placement of the candidate.

All state agencies are required to consider reasonable accommodation in employment of people with disabilities.

Once You Have Been Hired

After you start your job, you are entitled to all the benefits, including promotional opportunities, that are available to all state employees. Some other programs and requirements are discussed below.

Reasonable Accommodation

Every state employee with a disability has the right to request reasonable accommodation in connection with his or her job. Reasonable accommodation means an adjustment to the work schedule, work process, or work environment that would allow a person with a disability to perform a given job. It might mean a reader for a blind person, an interpreter for a deaf person, or a piece of equipment for a person with a physical disability. Please ask your supervisor about your agency's procedure to request reasonable accommodation. Agencies are not required to provide accommodations that pose undue hardship on their programs.

The Interagency Committee on Employees with Disabilities wants *YOU!* To Consider a Career in Government