

Recruitment and Referral Resources for Companies

Companies can use many resources to assist them with recruiting and hiring individuals with disabilities. Examples include:

- **Disability.gov** This federally sponsored website provides information on disability-related programs, services, laws and benefits. The Employer Resources section of the website includes information about recruiting, hiring and retaining people with disabilities.
www.disability.gov/employment
- **Job Accommodation Network (JAN)** JAN is a source of free, expert and confidential guidance on workplace accommodations and disability employment issues.
www.askjan.org
- **Employer Assistance Resource Network (EARN)** Sponsored by the Department of Labor's Office for Disability Employment Rights (ODEP), EARN supports employers in recruiting, hiring, retaining and advancing qualified individuals with disabilities.
www.askearn.org



For more information

Contact OFCCP for more information about its enforcement program, issues related to federal contractors' Equal Employment Opportunity and affirmative action obligations, and how to file a complaint.



Visit OFCCP's website at
www.dol.gov/ofccp
Call OFCCP's toll free Help Desk at:
1-800-397-6251

Contact an OFCCP office in your local area, the office listing is available online at
www.dol.gov/ofccp/contacts/ofnation2.htm

Please note that this brochure provides general information, it is not intended to substitute for the actual law and regulations regarding the program described herein.



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U.S. DEPARTMENT OF LABOR
**OFFICE OF FEDERAL CONTRACT
COMPLIANCE PROGRAMS**

Disability Rights

**SECTION 503 OF THE REHABILITATION
ACT OF 1973
(SECTION 503)**



What is the Law?

Section 503 of the Rehabilitation Act of 1973 prohibits employment discrimination and requires affirmative action in all employment practices for qualified individuals with disabilities. It applies to federal contracts and subcontracts: 1) valued at more than \$10,000; or 2) for an indefinite quantity (unless the amount in any year under such contract will not exceed \$10,000).

Who is Covered by this Law?

Section 503 of the Rehabilitation Act applies to all applicants and employees of companies doing business with the Federal government.

Individuals with disabilities cannot be harassed, demoted, terminated, paid less, or treated poorly because of their disability.

How is “Disability” Defined?

You may be an individual with a disability if you have:

- a physical or mental impairment that substantially limits one or more of your major life activities; or
- a record or history of impairment.

You may also be an individual with a disability if you are “regarded” or looked upon as having an impairment, or a record or history of impairment.



What do I do if I Believe I’m Being Discriminated Against?

You may file a discrimination complaint by completing the online form available at <http://www.dol.gov/ofccp> or the hardcopy form available at all OFCCP offices. You may submit the form online through OFCCP’s website, in person at the OFCCP office nearest you, or by mailing it to the OFCCP regional office nearest you.

Does this Law apply to all Companies?

No, this law only applies to companies with federal contracts and subcontracts valued at more than \$10,000.

What are the Company’s Obligations?

Companies with federal contracts and subcontracts covered by Section 503 cannot discriminate against qualified job applicants and employees based on their disability. Companies must provide reasonable accommodations to allow employees with disabilities to perform their jobs, and applicants with disabilities to apply for positions unless doing so would cause a company significant difficulty or expense.

These companies must take affirmative action to hire and promote qualified individuals with disabilities. For example, Section 503 requires companies to take actions that include:

- Engaging in outreach; and
- Developing an affirmative action program (AAP).

A sample AAP is online at: www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf

How can Companies Recruit Individuals with Disabilities?

Companies doing business with the Federal government may use a variety of ongoing methods to recruit individuals with disabilities. Some examples of good practices include:

- Establishing a relationship with state vocational rehabilitation agencies to obtain a pool of job applicants.
- Establishing a relationship with state or local workforce agencies to participate in job fairs.
- Entering into partnerships with local community organizations.
- Engaging in recruitment activities with local educational institutions to reach students who are individuals with disabilities.
- Entering into mentoring programs that include individuals with disabilities.
- Publishing the Equal Employment Opportunity policy in newsletters, policy manuals, annual report, and other company publications.

