

Q4 FY22 Demographic Focus Group Meeting

Demographic: Disability

Focus Group: People Living with Disabilities

Leadership Sponsor: Rusty Sprouse

Council Ambassador: Cathy Paul

Meeting Agenda

Introductions & Ground Rules

Reported Progress on Designated Actions

Mentimeter Questions

Close Out

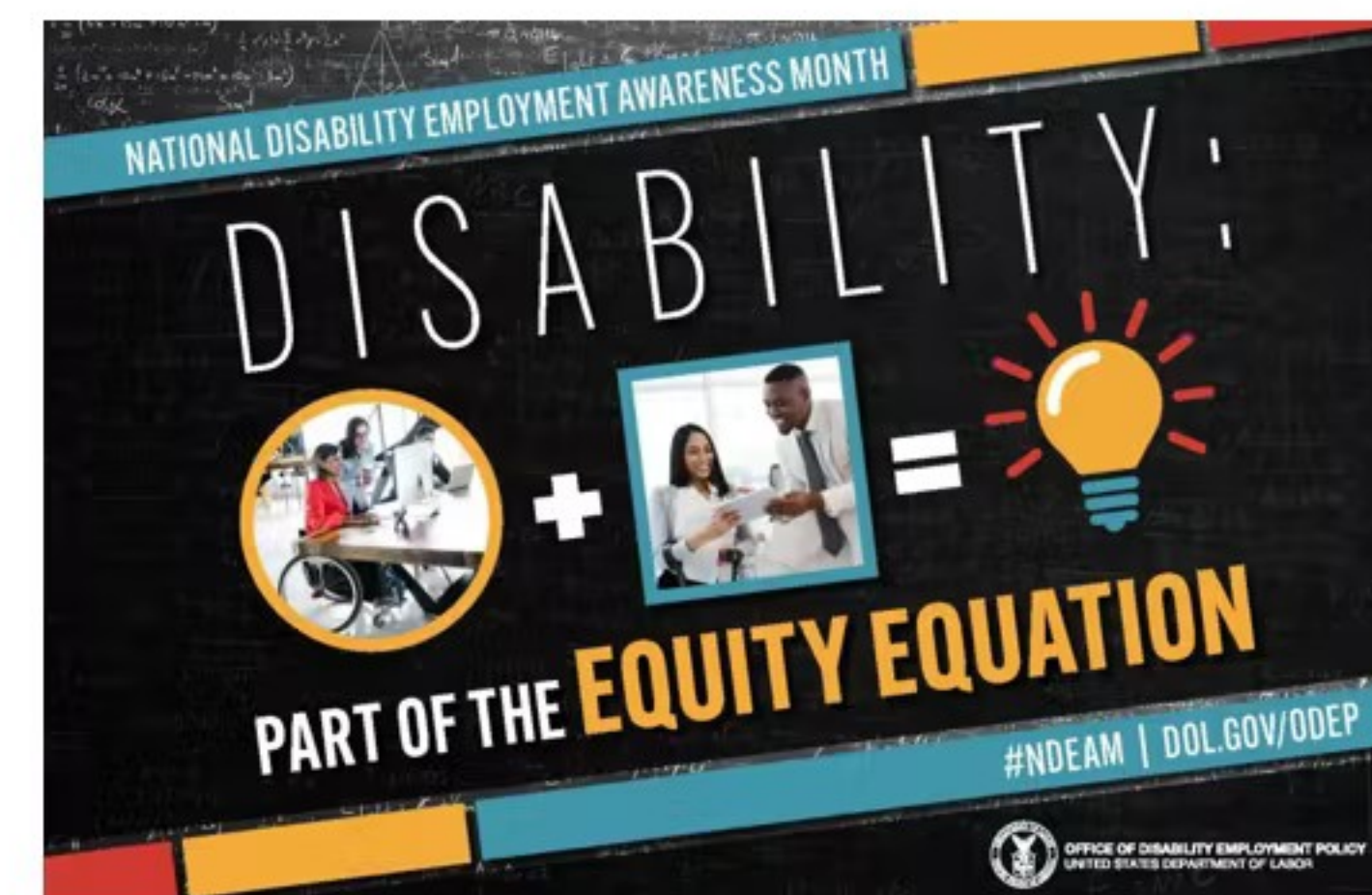


Ground Rules

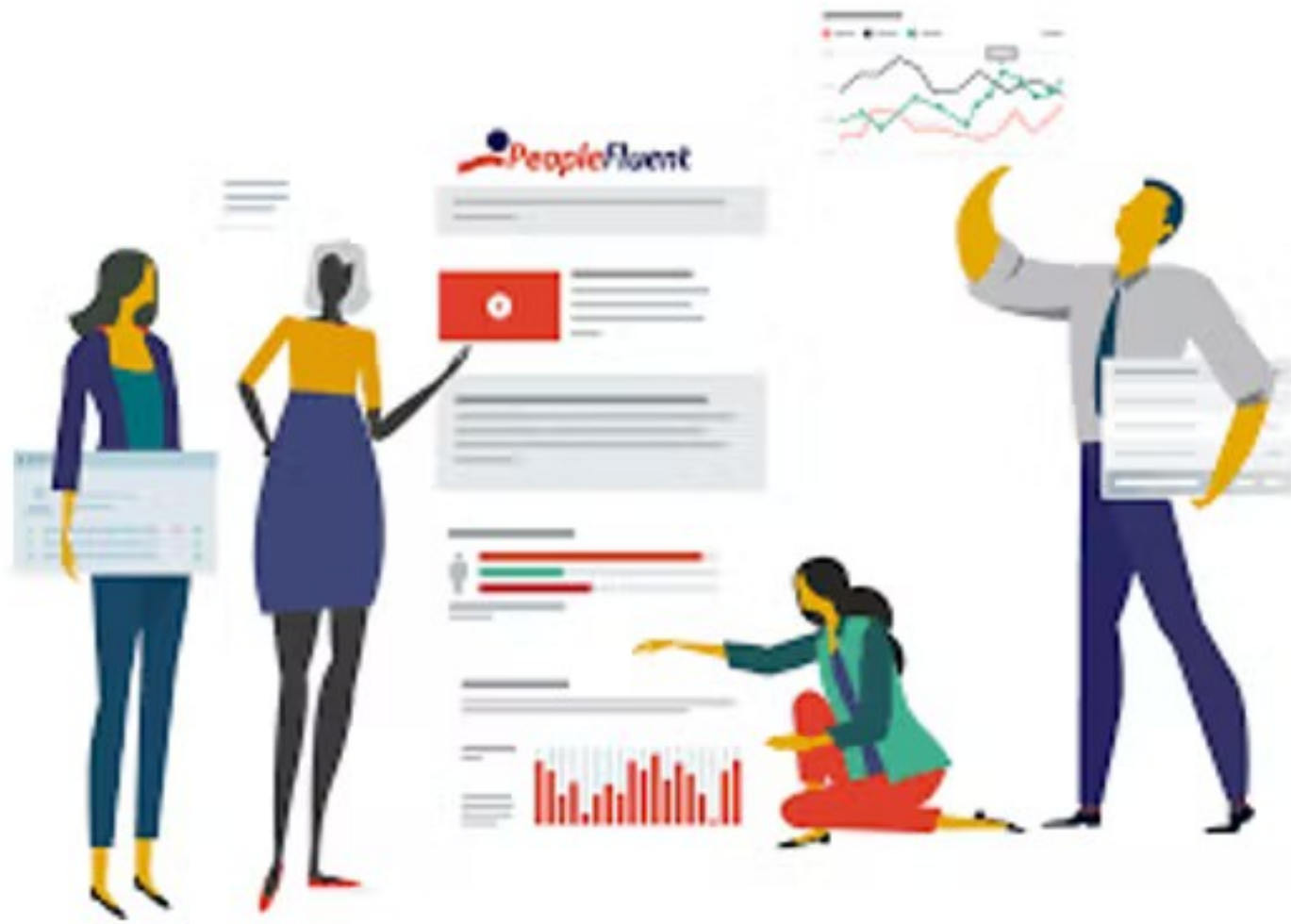
- Please mute microphones when not speaking, and raise your hand if you want to speak
- Be present in the moment, put away any distractions.
- Actively listen when others are speaking.
- Wait to be prompted to speak.
- Respect the opinions shared by others.
- Suggest options or solutions to improve situations shared (as appropriate).
- Do not share information you are uncomfortable sharing. If there is something private, you would like to convey contact your AD/DH, HR or Leadership Sponsor after the meeting or via email.

Progress of Actions in Response to Feedback

- **May's Mental Health Awareness Month**
 - DEI Corner Feature on May 4th on MHAM and article on Your Moment of Zen and an internal site featuring visuals, quotes and audio where we can all share Moments of Happinnes
 - Partnered with Optima and offered two webinars on Mental Health on May 18th and June 7th.
 - Resources updated on DEI Website
- **October's National Disability Employment Awareness Month**
 - Virtual event featuring Staff panel planned for NDEAM



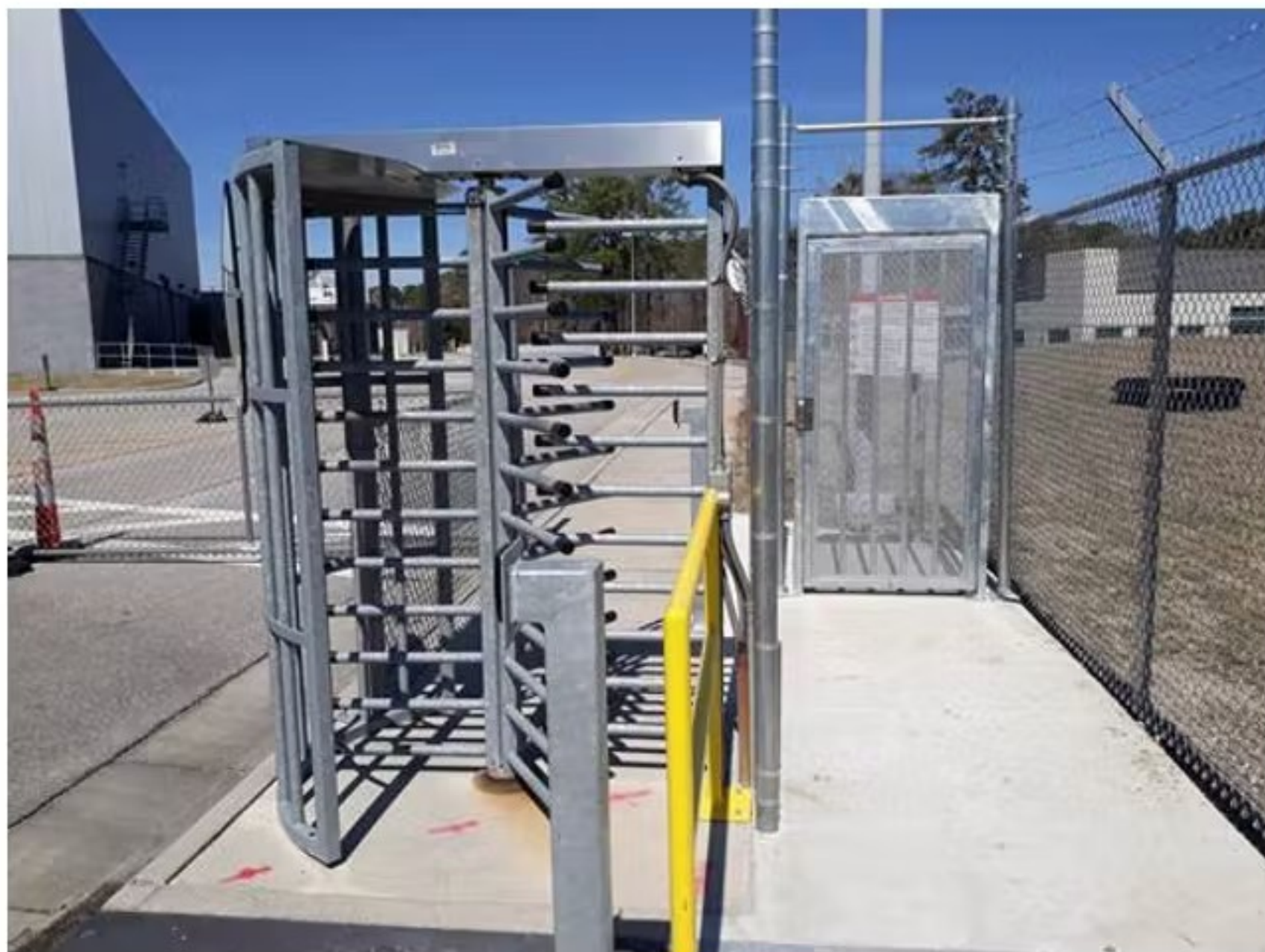
Progress of Actions Lab-wide



- **Launched Applicant Tracking System**
 - Improve candidate and in house user experience
 - Application process for internals is streamlined: only required to attach a resume and answer a few short questions. Process takes less than 5 minutes to apply
- **Paid Parental Leave added to Benefits Portfolio**
 - Supports efforts to achieve a more inclusive workforce and retention of staff, particularly females
 - Three staff currently utilizing this benefit, four pending approval, three staff completed their six weeks of PPL (as of 9.7.22)

Accessibility Turnstile

New accessible gate installed in March (avoids having to pass through on the road or through the turnstile)



Progress of Actions Lab-wide



Implemented Remote Work Policy

- Designed to optimize employee flexibility while meeting mission needs
- Recognize that certain positions can only be performed on-site, this is an unavoidable reality in our organization and other national labs
- With supervisor approval, training and documentation may be performed remotely
- ~60% of staff approved for some form of hybrid work as applicable (*as of 9.7.22*)

Expand and invest more towards outreach plan

- Engage with local community colleges such as Virginia Peninsula and Tidewater Tech to develop technician pipeline, Partner with Historically Black Universities, Minority Serving Institutions, and SURA Universities
- Exploratory partnership with NASA on Apprenticeship
- Promote opportunities internally & targeted externally to expand outreach

JLab Mother's/Wellness Rooms

- To support a more positive, relaxing environment for the lab community and new mothers at the lab, there are now two dedicated wellness/mother's rooms available for use. Each room has a refrigerator, seating and a nearby sink.
 - CEBAF Center (Bldg. 12) Room F333
 - Accelerator Maintenance Support Building (Bldg. 87) Room 113
- When space is not in use by a new mother, the room is available for anyone to take a quick breather and relax. The lock on the door handle will indicate when the room is in use. In the case of emergency, there is a break glass case containing a key outside the door.
- Should you have any questions, contact David Fazenbaker, FIMS/Space Management Coordinator at 757.269.5808 or via email at fazenbak@jlab.org

More Mother's/Wellness Rooms (Bldg. 28, Room 7A and Bldg. 55, Room 2519) are planned to be ready in October. When ready, communication will be shared through the weekly briefs.



DEI in Action

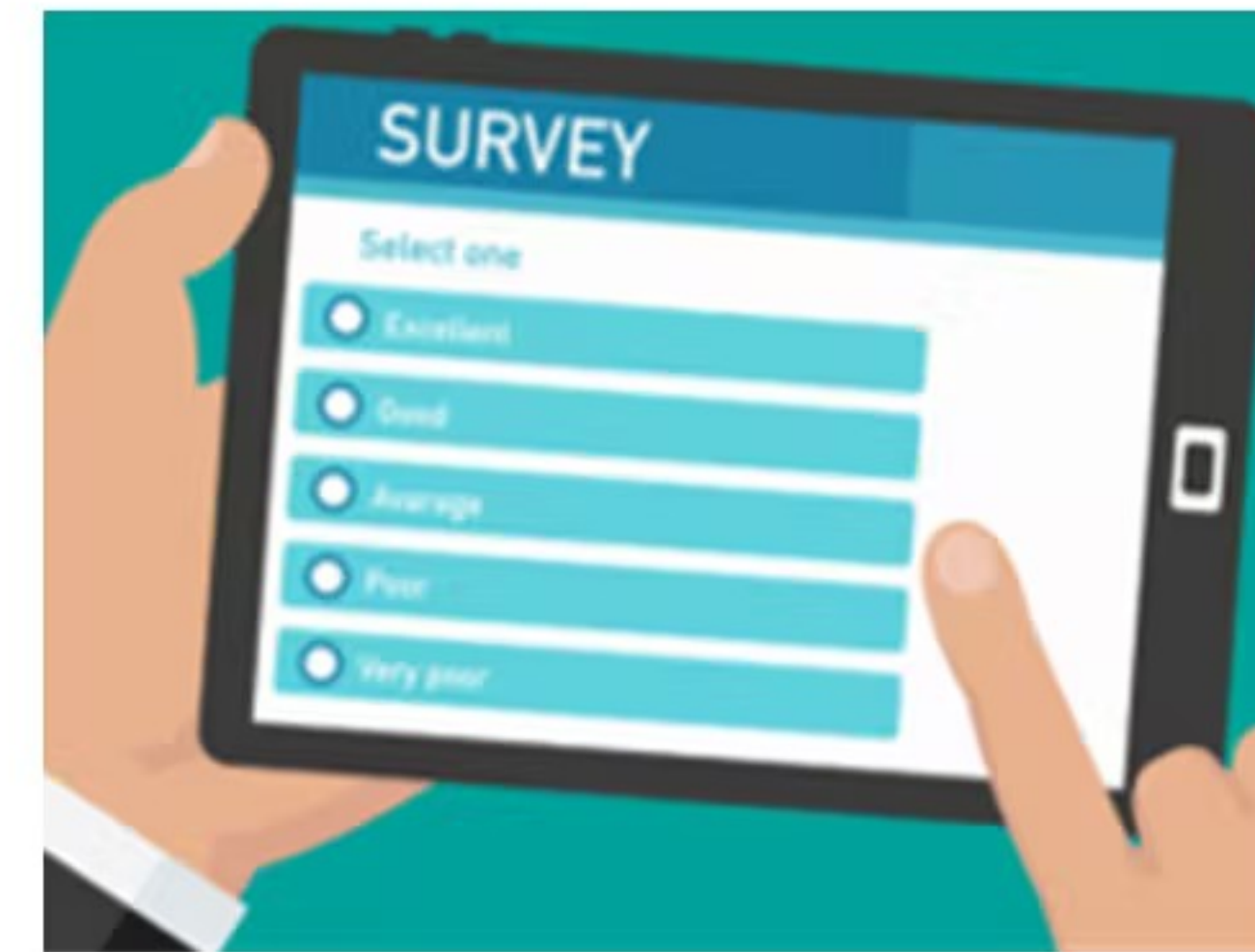


Q4 DFGM: Disability

- To foster real-time communication, ongoing engagement with senior leadership, staff and Users through Demographic Focus Group meetings
- Published real-time and relevant content through the DEI Corner (*biweekly edition of the Weekly Brief*) to increase awareness and conversation
- Updated **DEI website** with real-time resources, events, information and updates
- Hosted DEI virtual sessions celebrating key heritage months, mental health awareness
- Held Get Connected Events to foster inclusive culture –bridging meet-n-greets for new & seasoned staff (next event – Dec 6th)

DEI – Planned Initiatives

- Expand outreach opportunities locally, regionally and nationally. Partner with workforce and include in outreach events when appropriate
- Leverage Individual Career Profiles to identify career pathing opportunities – use to identify career development and address retention
- Launch Inclusion Survey early 2023 (staff & Users). Benchmark progress from 2020. **We want to hear from YOU!**



You Asked, We Answered

- How do you properly and legally build disabilities into hiring, interviewing?
 - Human Resources will provide an update. Note - As of this quarter, we have removed physical and mental requirements from our postings as part of our ATS migration. They are still captured in the job description.
- What is the process for requesting an accommodation?
 - [205.12 Reasonable Accommodation](#)
 - [Recruiting | Jefferson Lab \(jlab.org\)](#)
 - We also have a note on our recruiting page that states if they need a reasonable accommodation for any part of the employment process to send an email to recruiting@jlab.org or call 757-269-7100



What other areas associated with living with a disability do you feel should be considered moving forward?

AGREE Melissa

Education across the Lab!!

A Lab-wide survey regarding disabilities, including hidden disabilities. Then, letting those with the disability(ies) answer them; anonymously or not.

Bringing people with and without disabilities together in one forum.

Kelly, we've been doing the same for our daughter since middle school. She started college last month and her 504 plan (Federal program) is still in effect at college.

How was this meeting for you? We're interested in your feedback!

Wonderful!! I wish these meetings were more often; or, that the group could meet outside of the semi-annual groups.



Thank you!

**Next DFGM: March 2023
TBA in Weekly Briefs/Insight**