Supported Employment in State Government (SESG) State Agency Procedures

**I. Overview**

The Supported Employment in State Government (SESG) program facilitates equitable access to state jobs for individuals with developmental disabilities or other significant disabilities. Positions established under this program offer the same wages and benefits as non-supported employment positions and can be either full time or part-time.

The SESG program may not displace other civil service employees or interfere with reduction-in-force rights.

RCW 41.04.750 through 41.04.780.

**II. Agency Benefits**

People with disabilities make great employees, add value to the workplace, and make your organization more inclusive and diverse. In addition, supported employment positions do not count toward an agency’s allotted full-time equivalent (FTE), but do count toward your hiring goals for people with disabilities.

**III. Eligibility Requirements for SESG Employees**

"Supported Employment," means employment for individuals with developmental disabilities or other significant disabilities who require on-the-job training and long-term support in order to fulfill their job duties successfully.”

As part of the recruitment and selection process, knowledgeable disability professionals will guide the agency in understanding the supports an individual will need on the job. These professionals will work with the individual and the agency to identify and secure the supports before employment begins. Supports may include peer support, a job coach, a certified counselor, etc.

Individuals eligible for SESG can access the training and support services they need through eligibility for other disability programs, such as Developmental Disabilities Administration or Medicaid. Supports are typically provided by an outside service provider but may also be provided by co-workers as a natural part of the workflow.

**IV. FTE Waiver and NW Code for HRMS**

The SESG program allows agencies to add positions within their existing budgets that will not count against an agency’s allotted full-time equivalent (FTE) positions for the duration of the individual’s employment. Agencies will need to add the **NW code** in HRMS at time of the SESG hire. The NW Supported Employment code comes from the OFM State Administrative and Accounting Manual (SAAM) , and you can locate the NW code in the Employee Group field and the employee’s records.

**V. Technical Assistance Provided by DSHS Division of Vocational Rehabilitation (DVR)**

The DSHS/DVR provides a Supported Employment Program Coordinator who will:

* Consult and advise state agency and higher education staff on identifying appropriate work for a SESG position.
* Advise and support state agency and higher education staff in recruiting SESG candidates and working with long-term support providers.
* Assist agency staff with screening and selection of qualified candidates.

**VI. Office of Financial Management State Human Resources (SHR) Responsibilities**

* Maintaining the SESG webpages on the OFM/SHR website.
* Coordinating with SESG program manager at DVR to provide programmatic guidance and resources.
* Reporting enterprise participation in the program.

**VII. Salary and Benefits for SESG Employees**

* Salary and benefits for SESG positions follows the guidelines of any new employee and must be covered within an agency’s existing budget.
* Existing state job classifications are used that align with the job responsibilities.

**VIII. Agency Participation in the SESG Program**

To participate in the SESG program:

* Obtain internal approval and funding to establish a supported employment position.
* Consult with the DSHS/DVR Supported Employment Program Manager on establishment, recruitment, and selection. The Supported Employment Program Manager coordinates with the DSHS Developmental Disabilities Administration and Health Care Authority (HCA) Division of Behavioral Health and Recovery (DBHR) to assure broad, representative employee participation in SESG.