

## ACCES-VR provides:

- Pre-screened, skilled job applicants
- Assistance with the application process for Federal and NYS tax credits
- Job coaching, if needed, to help workers meet the requirements of the job
- Ongoing follow-up services to ensure your satisfaction
- Consultation and assistance on reasonable accommodations
- Technical assistance on the Americans with Disabilities Act (ADA)
- No-cost training on disability awareness and etiquette

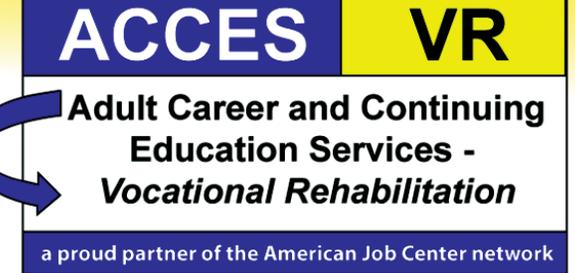
## New York State Education Department ACCES-VR

Contact us at:  
1-800-222-JOBS (5627)

Or check out our website at:  
[www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr)

Your local District Office contact is:

*Business card or label here*



## Worker Retention Services

The key to keeping  
valuable employees



[www.acces.nysed.gov/vr/  
technical-assistance](http://www.acces.nysed.gov/vr/technical-assistance)

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## Worker Retention

**Program:** Worker Retention Services assist employers with retaining valuable employees who have a disability or injury which impacts the ability to perform their jobs.

**Rationale:** Finding and keeping great employees is one of the primary goals of any business. Knowing the resources available to assist valued employees to keep working is an important tool in reducing unnecessary employee turnover.

**Benefit:** Studies have shown that it costs at least 100% of the annual salary to replace an employee. Finding ways to keep good employees at your company helps your bottom line as well as employee morale.

## Worker Retention Services: Reducing workforce turnover

## Worker Retention Services can include:

- Consultation on an employee's ability to perform current job tasks
- Resources for worksite evaluations
- Resources to identify reasonable accommodations
- Resources for reassignment to another position if needed, including:
  - wage reimbursement during the training period for a new position, OR
  - job coaching support to enable an employee to learn new job tasks

### **Mission:**

*ACCES-VR assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development.*

### **Vision:**

*All individuals with disabilities who want to work will have the opportunity to achieve employment and independence.*



## Setting the stage for Worker Retention:

- Have a disability-inclusive work environment where employees feel comfortable making their needs known in the event of an injury or disability
- Educate your employees about ACCES-VR as a resource
- Have clear job descriptions that outline essential functions of each position in your organization
- Educate management staff and employees about disability awareness and etiquette