



Accommodations:

What They Are, When to Ask,
and What the Process Should Look Like

What Is a Reasonable Accommodation?

- Changes to job duties, application process, or work environment
- Enables qualified individuals with disabilities to perform essential functions
- Must not create an undue hardship (major difficulty or expense)

Who Can Request an Accommodation?



Applicants and employees

Individuals with qualifying disabilities

Not required for “regarded as” cases

When Should You Ask?

Pre-Employment

- Applicants may disclose disabilities
- Employers cannot ask disability-related questions
- Employers may ask applicants to demonstrate job tasks

When Should You Ask?

Post Job Offer

- Employers may ask disability-related questions and require medical exams
- Job offers may be withdrawn

When Should You Ask?

During Employment

- Can request accommodations anytime
- No legally required procedure, but helps ensure consistency, expectations and documentation

Accommodation Process

The process starts when an employee reports a medical condition.

Employer and employee engage in an interactive discussion.

Documentation may be needed if the disability isn't apparent.

Accommodations should be effective without eliminating essential job functions.

Common Myths & Facts

Myth	Fact
Accommodations are expensive.	Most cost less than \$300—many are no cost.
Only full-time employees are entitled to accommodations.	The ADA covers qualified applicants and employees, regardless of status.
Employers must always grant the requested accommodation.	Employers must consider the request and can offer effective alternatives if available.
Medical documentation is always required.	It may be requested when the disability or need for accommodation is not known or obvious but isn't required.

Activity

Reasonable Accommodation Activity

In this exercise we will be asking you all to evaluate

The needs of a person with disabilities

Possible solutions for reasonable accommodations

Break up into groups



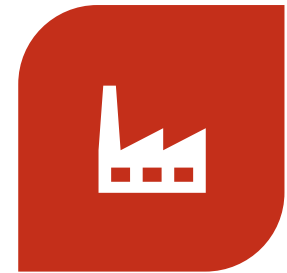
HUMAN
RESOURCES



FACILITIES



TRAINING



PRODUCTION

Jordan utilizes a wheelchair for mobility due to a spinal cord injury.

Meet Jordan

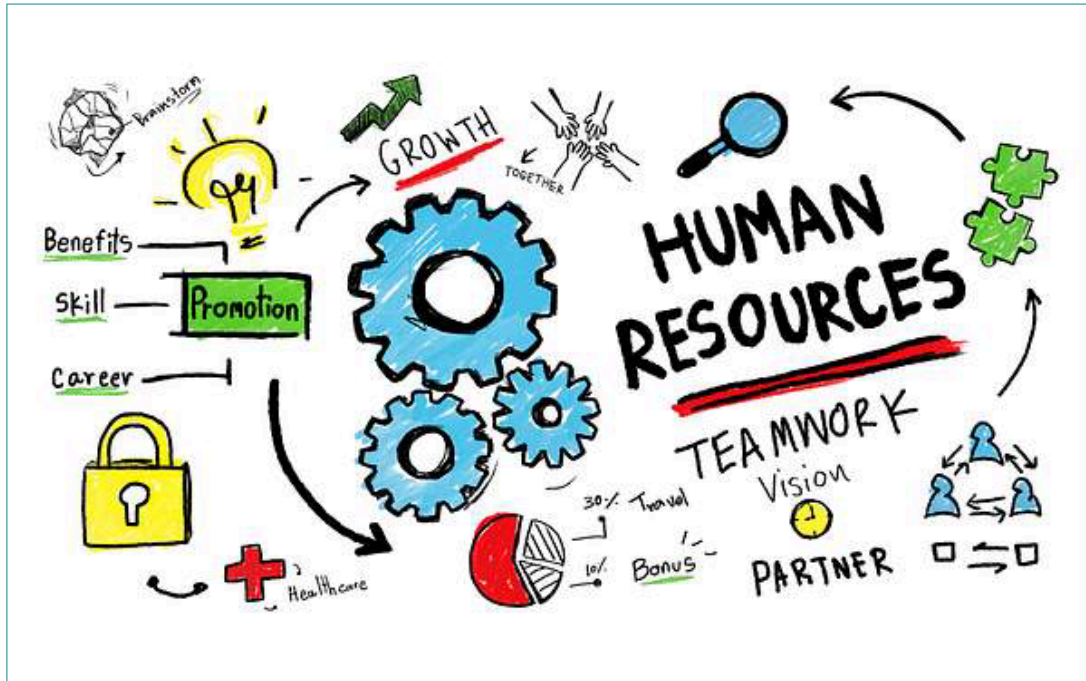
Challenges:

- Decreased stamina/fatigue
- Strength, coordination, stamina
- Pain
- Self-care such as toileting, grooming, food preparation, eating, shifting body position
- Ambulation
- Range of motion in extremities
- Muscle control, reflex control
- Grasping, handling, hand/finger dexterity
- Self-image, self-confidence

Questions:

- What barriers or needs might this person have in relation to your department?
- What are some possible solutions your group can develop to resolve some the identified barriers or needs?

Reasonable Accommodations Ideas Person Using a Wheelchair



Human Resources:

The HR department needs to look at the interview, as well as any tours or lunches which may be planned for the applicant. It should also consider disability awareness training (e.g., **WINDMILLS**) for interviewers and public contact personnel.

Reasonable Accommodations Ideas

Person Using a Wheelchair

Facilities:

The facilities department needs to consider the most obvious issue: basic accessibility. It must make sure that buildings are up to standards; not just the entrance, but anywhere that the person might be required to go in the building.



Reasonable Accommodations Ideas Person Using a Wheelchair

Training:

The training department needs to consider the accessibility of its own facilities and determine how to ensure that the training it sponsors or contracts for is accessible. Policies regarding travel to and from training should be flexible.



Reasonable Accommodations Ideas

Person Using a Wheelchair



Production:

The production department needs to ensure that the workspace is accessible. Cubicles and work areas must be physically accessible while workstations and/or desktops should be ergonomically accessible.

Consideration needs to be given to modifying tools and/or equipment when necessary.

Important Reminder

There is NO single accommodation for individuals who utilize a wheelchair. We must look at how the disability affects the individual and their essential job functions.

Resources



<https://www.eeoc.gov/>



Thank you!



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Sandoval •
Torrance •
Valencia



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Eastern Region

Roswell
Chaves • Curry • De
Baca • Eddy •
Guadalupe • Harding
• Lea • Lincoln •
Otero (except
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• Roosevelt • Union



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Southwest Region

Las Cruces
Catron • Doña
Ana • Grant •
Hidalgo • Luna •
Sierra • Socorro •
City of
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Northern Region

Las Vegas
Cibola • Colfax •
Los Alamos •
McKinley • Mora • Rio
Arriba • San Juan •
San Miguel •
Santa Fe • Taos