

What does Reasonable Accommodation mean?

Reasonable Accommodation is defined by the American Disabilities Act (ADA) as any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities.



Accommodations are considered reasonable if they do not create an undue hardship or a direct threat.

Understanding Obligations from the Employers



- Employers who have 15 or more employees are usually required to provide reasonable accommodation.
- An employer must look at the request made by the applicant or employee with a disability. Whether or not an accommodation is reasonable will vary according to the position the employee holds, the way the disability affects their ability to do their job, and the environment that they work in.

from the Employees

- If an employee recognizes that they are having a problem and it is related to their disability they can request an accommodation be made by the supervisor.
- The request can be made in “plain English” and does not have to mention the ADA or reasonable accommodation.
- Individuals may have to provide medical or other documentation that confirms the employee has an ADA disability and that the requested accommodation is needed.
- This documentation may also help determine effective accommodation options.



Types & Examples of Reasonable Accommodations

- **Job Restructuring:** exchanging or reallocating non-essential tasks.
- **Modified Work Schedule/ Flexible Leave Policies**
Example: An individual who has diabetes, may need to have additional or more frequent breaks to eat in order to maintain their blood sugar.
- **Modification or Purchase of Equipment/Devices**
Example: An individual who is blind and doing meal prep for a restaurant, the company may purchase a read aloud scale instead of a standard scale.
- **Training:** allowing for an Employment Specialist to assist in training to allow for a longer training period.
- **Modification of Policies**
Example: An individual who has a seizure disorder may need a plan for assistance in an event of emergency evacuation.
- **Modification of Physical Site (building & facility)**
Example: A training is provided in a location without an accessible restroom. Rather than modify the restroom, the training can be moved to an accessible location.
- **Provision of Readers, Communication Access Providers, or Personal Assistants**
Example: An individual who is deaf may request an interpreter for training and staff meetings.
- **Reassignment to a Vacant Position and Light Duty**
Example: If an individual develops their disability after being on the job and can no longer perform the essential functions, they may be moved to an available or open position that they are qualified to perform and pays a comparable salary.