



# ACCOMMODATIONS BY DISABILITY

Created by the Business Development Grant

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. An equal employment opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

## **The ADA requires reasonable accommodation in three aspects of employment:**

1. Ensure equal opportunity in the application process.
2. Enable a qualified individual with a disability to perform the essential functions of a job.
3. Enable an employee with a disability to enjoy equal benefits and privileges of employment.

## DISABILITY

### **Mental Health disability is a condition that disrupts a person's:**

- Thinking • Mood • Feelings • Ability to relate to others
- Daily functioning • Lowers ability to cope with ordinary demands of daily life

## QUESTIONS TO ASK

1. What limitations is the employee experiencing?
2. How do these limitations affect the employee and the employee's job performance?
3. What specific job tasks are problematic as a result of these limitations?
4. What accommodations are available to reduce or eliminate these problems?  
Are all possible resources being used to determine possible accommodations?
5. Has the employee been consulted regarding possible accommodations?
6. Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional accommodations are needed?
7. Do supervisory personnel and employees need training?

