Reasonable Accommodations and Youth Transitions to Employment

Rene Cummins and Sierra Royster
Alliance of Disability Advocates
Center for Independent Living

This webinar is a collaboration of:

Parent to Parent of Georgia
3070 Presidential Parkway, Suite 130
Atlanta, GA 30340
770-451-5484 (voice)
or 1-800-229-2038 (voice)
Fax: 770-458-4091

www.p2pga.org

Southeast ADA Center
1-800-949-4232 (voice/tty)
[AL, FL, GA, KY, MS, NC, SC, TN]
or 404-541-9001 (voice/tty)
adasoutheast@law.syr.edu
www.adasoutheast.org

P2PGA is the Georgia State Affiliate of the Southeast ADA Center

• Call the Americans with Disabilities Act (ADA) hotline at 1-800-949-4232 (voice/tty)
• Send your questions & comments through the website at adasoutheast.org
• All requests for information via phone or submitted online are free and confidential.
Structure of the ADA

**Title I:** Employment

- Private employers with 15 or more employees.
- All public employers.

**Title II:** State and Local Government Services and Programs

**Title III:** Private Entities Operating Public Accommodations or Commercial Facilities

**Title IV:** Telecommunications

**Title V:** Miscellaneous

**Title I: Employment**
- Private employers with 15 or more employees.
- All public employers.

**Definition of Disability**
The ADA uses a three-part definition of disability.

- Has a physical or mental condition that substantially limits one or more major life activities;
- Has a record of having such condition;
- Is regarded as having such condition.

To be considered a person with a disability under the ADA, an individual must meet only one part of the three-part definition (not all three).
Employment Practices Include

- Recruitment
- Hiring
- Promotion
- Training
- Pay/Compensation
- Job Assignments
- Benefits
- Social Activities
- Privileges
- Leave
- Layoff
- Firing

Reasonable Accommodation

Any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified applicant or employee with a disability to enjoy an equal employment opportunity.

Examples of Reasonable Accommodation

- Job Restructuring
- Modified Work Schedules
- Equipment or Devices
- Modified Examinations, Training Materials, or Policies
- Provision of Qualified Readers or Interpreters
- Modifications to Work Stations or Workplace Environment
- Reassignment to Vacant Position

Cost of Reasonable Accommodations

“56% of Accommodations Cost the Employer Absolutely Nothing.”

--Job Accommodation Network
Interactive Process: Employee Responsibilities

• Initiate process—disclosure.
• Provide documentation of need for accommodation if requested.
• Be involved in process of identifying effective accommodation.

Interactive Process: Employer Responsibilities

• Learn the specific essential job functions the employee is unable to perform due to disability.
• Understand employee’s ideas for specific accommodations.
• Request additional information that justifies an employee’s specific request.
• Facilitate a negotiation resulting in mutual agreement.
• Explain what accommodation the employer is able & willing to provide.
• Inform the employee about the employer’s inability to provide a reasonable accommodation due to undue hardship.
• Conduct process in a timely manner.
• Recognize process as ongoing obligation.
Scenario 1
I am having problems concentrating and staying with my work.

Example Accommodations for Scenario 1
• Flex time
• Part-time positions
• Job sharing
• Time off for scheduled medical appointments
• Use of break time based on individual needs rather than fixed schedules
• Modify spatial arrangements to reduce noise or visual distractions
• Utilize room dividers, partitions, or private offices
• Use headphones
Scenario 2
I just can’t seem to get organized at work.

Example Accommodations for Scenario 2
• Use of: electronic organizer, calendars, day timer or day planner, alarm watches or timers.

• Instructions provided in writing or in diagrams/pictures.

• Regularly schedule meetings with supervisor or mentor to review projects.

• Provide: checklists, minutes of meetings.

• Post written instructions next to equipment.

• Allow: recording of meetings, additional training time.

• Provide organizational tools—files, storage units, desk organizers.

• Develop pictures or diagrams showing job duties.
Scenario 3
Have problems reading or understanding written materials.

Example Accommodations for Scenario 3
• Provide:
  – Both written and verbal instructions
  – Assistive technology—text to speech, speech to text, screen readers, magnifiers and magnification software, etc.
  – Alternate formats, such as large print or Braille
  – Qualified readers
  – Proofreading of written work
  – Training through verbal or active/kinesthetic means
• Use labels in alternate formats in work space.
• Allow additional training time.
Scenario 4
I have difficulty learning new tasks.

Example Accommodations for Scenario 4
• Break job tasks down into smaller steps.

• Develop:
  – A set job routine or consistent work sequence
  – Pictures or diagrams showing job duties

• Use:
  – Alarm watches or timers
  – Assistive technology, such as a talking calculator

• Provide extended supervision.

• Allow:
  – Additional training time
  – Use of a job coach

• Repeat instructions as needed.
Scenario 5
I have problems trying to participate in meetings.

Example Accommodations for Scenario 5

• Provide:
  – Qualified interpreters
  – Assistive listening devices
  – CART
  – Videophone
  – Captioned telephone
  – Telephone handset with amplifier
  – Note takers

• Allow exchange of written notes.

• Provide workplace instruction and information in through email or other written formats.

• Use captioned videos.

• Rearrange work space for good visual communication.

• Provide adequate lighting throughout work space.
Scenario 6
I have problems with limited mobility.

Example Accommodations for Scenario 6
- Remove physical barriers.
- Rearrange work space for easy reach ranges.
- Emphasize consistency of placement within work space.
- Monitor accessible path of travel.
- Modify standard work desk.
- Use of:
  - Trackball instead of standard mouse
  - Modified keyboard
- Provide:
  - Speech to text software
  - Flexible schedule
- Allow telecommuting as needed.
Still Have ADA Questions?

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By internet

  adasoutheast.org

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