

SUCCESS ON THE JOB – AMERICANS WITH DISABILITIES ACT

COMMON JOB STRATEGIES

Examples of the most common strategies used in the workplace.

- Wear noise cancellation headphones
- Create a “memory” checklist of job responsibilities
- Carry a phone or tiny notebook to write down important notes
- Record meetings
- Create pre-filled forms for common requests
- When taking a phone message, ask to spell name, repeat phone number, repeat message. At the end, repeat message back to the person to ensure accuracy
- Identify your go-to person that you can ask questions/check over completed work, etc.
- Use post-it notes for reminders
- Separate tasks so they can be completed one at a time

ADAAA FAQ AND COMMON JOB ACCOMMODATIONS

WHAT IS THE DIFFERENCE BETWEEN A JOB STRATEGY AND A JOB ACCOMMODATION?

A strategy is a personal tool that a person puts in place to compensate for a minor weakness. It does not require you to disclose a disability or make a specific request for it. You just do it.

An accommodation is a tool that a person may need in order to accommodate a more complex/severe disability under the Americans with Disabilities Act as Amended (ADAAA). It is something that requires disclosure of a disability and a specific request for the accommodation.

WHAT CAN EMPLOYERS ASK REGARDING DISABILITY BEFORE/DURING A JOB INTERVIEW?

Under the ADAAA an employer cannot discriminate against a qualified applicant who has a disability. This means an employer cannot directly ask if you have a disability at any time. An employer may ask if an applicant is able to perform the essential functions of the job either with or without reasonable accommodations.

WHAT ARE THE ESSENTIAL FUNCTIONS OF A JOB?

Essential functions of the job include all the fundamental duties of the position and should be listed in the job description.

WHAT IS A REASONABLE ACCOMMODATION?

Reasonable accommodations are any modification to the job and/or the work environment that allow a qualified applicant with a disability to perform essential job functions. An employer is only required to make a reasonable accommodation for a known disability. Since employers are not allowed to specifically ask if you have a disability, this is a conversation you need to be prepared to advocate for yourself.

WHAT ARE SOME EXAMPLES OF THE MOST COMMON ACCOMMODATIONS?

- Modify work schedule – flexible start and end times, more frequent breaks
- Extra time for training
- Ergonomic office furniture – such as desk, chair, computer mouse
- Adaptive Technology – such as specialized software that reads aloud text or enlarges text
- Provide noise cancellation headphones
- Written instructions – such as office procedures or task assignments
- Relocate work space to minimize distractions
- Modify job responsibility – such as reassign marginal tasks to other workers