



APRIL 3, 2009

The man who has confidence in himself gains the confidence of others.

Hasidic Saying

#### Reasonable Accommodation Basics:

- The disabled individual requiring the accommodation must be *qualified*. The definition of a qualified employee or job applicant with a disability is "an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question."
- The disability must be *known* to the employer
- The accommodation must *not* impose an "undue hardship" on the operation of the employer's business
- Employers are *not* required to lower quality or quantity standards to make an accommodation
- Employers are *not* obligated to provide personal use items such as glasses or hearing aids

#### How do you ask for a reasonable accommodation?

- The person with the disability must inform the employer verbally or in writing of the need for some type of change or adjustment because of a disability.
- The request should also identify and suggest appropriate accommodations.
- An employer is required to accommodate only a *known* disability of a *qualified* applicant or employee.
- If the individual does not request an accommodation, the employer is not obligated to provide one.

#### Examples of Accommodations

- Adding a ramp
- Restructuring a job, modifying work schedules
- Acquiring or modifying equipment or devices
- Providing qualified readers or interpreters
- Reassigning a current employee to a vacant position for which the individual is qualified, if the person becomes disabled and is unable to do the original job
- However, there is no obligation to find a position for an applicant who is not qualified for the position sought