



# Job Accommodations

## TIPS AND RESOURCES FOR UNDERSTANDING JOB ACCOMMODATIONS

### What is a job accommodation?

Job accommodation is a means to modifying a job, job site, or the way in which a job is done so that the person with a disability can have equal access to all aspects of work. Job accommodations can make it possible for people with disabilities to:

- apply for jobs
- perform essential job functions
- be as productive as their co-workers
- accomplish tasks with greater ease or independence

Job accommodations also allow people with disabilities to enjoy the same perks that their co-workers enjoy, such as access to the employee cafeteria or use of company-provided transportation.

### When can I request a job accommodation?

The choice of when to make a request is totally up to you.

- During a job interview you do not have to tell the employer that you have a disability.
- During the interview the employer is not allowed to ask you if you have a disability. He or she may however, ask you how you would perform a specific job task with or without an accommodation.
- If you choose to ask for a job accommodation or to talk about your disability during the interview be prepared to say how the accommodation would allow you to do the job.
- You may choose to wait to request an accommodation until the job has been offered. You may not discover what, if any, accommodation you would need until after you have tried the job. It's okay to inform your employer of your need then.

### How do I ask for a job accommodation?

When you decide to ask for a job accommodation (verbally or in writing), you should let the employer know what your vocational challenge or need. You do not need to use fancy words like "accommodation" or even mention "The Americans with Disability Act" (ADA). Just be honest and talk in plain language.

- "I can do this job and here is how I can do it." or
- I am having difficulty doing this specific part of my job. Can you help me figure out how to do it?

Remember, it is important to keep a good relationship with your employer. Avoid verbally attacking the employer (i.e. do not yell). Work with your employer as much as possible for the best solution.

### What happens if the employer refuses to make a reasonable accommodation?

- Discuss the issue with the employer again and request to speak to their ADA Director in HR. Try hard to work out a solution.
- Consult with a legal advocacy or disability advocacy organization to get a professional opinion.
- As an absolute last resort, you may choose to pursue legal action. It is highly recommended that you pursue all other solutions with the employer before taking any legal action.

Contact your local Regional Office Youth Transition and Employment Resource Coordinator for more information.



**Resources:**

[www.askjan.org](http://www.askjan.org) Job Accommodation Network (JAN)

This site provides introductory information about specific disabilities, impairments, and conditions. This site also provides information on accommodations and other ADA issues.

[www.askjan.org/soar/disabilities.html](http://www.askjan.org/soar/disabilities.html) Job Accommodation Network (JAN)-

Searchable online accommodations resource (SOAR) system is designed to let users explore accommodation options for people with disabilities in work and educational settings.

[www.workwithoutlimits.org](http://www.workwithoutlimits.org) Work Without Limits

General source of information regarding employment from the individual's perspective; from the employers and employment service providers perspective.

[www.ada.gov](http://www.ada.gov) US Department of Justice ADA home page.

Site provides publications and technical assistance regarding Americans with Disability Act laws and regulations.

[www.youth.eeoc.gov/disability.html](http://www.youth.eeoc.gov/disability.html) US Equal Employment Opportunity Commission

Site provides facts and answers to commonly asked questions regarding disability discrimination.

[www.eeoc.gov/field/stlouis/index.cfm](http://www.eeoc.gov/field/stlouis/index.cfm) Equal Employment Opportunities Commission

Contact information for the local field office of the EEOC.

<http://disability.mo.gov/gcd/> Governor's Council on Disability (GCD)

Promotes full participation and inclusion. Agency conducts educational seminars, on site trainings, and produces publications on topics related to people with disabilities.

[www.eeoc.gov/facts/ada17.html](http://www.eeoc.gov/facts/ada17.html) The ADA: Your Responsibilities as an Employer

This site details employer responsibilities regarding job accommodations. Sometimes it is good to understand job accommodations from the employer perspective so that you understand what your rights are.

[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov) Vocational Rehabilitation (VR)

VR specializes in employment and training services to assist individuals with disabilities in preparing for, securing and maintaining employment. Guidance, counseling and technical assistance can be provided for those who are eligible for their services.

[www.moddcouncil.org](http://www.moddcouncil.org) Missouri Developmental Disability Council (MDDC)

MDDC can assist individuals with identify resources and programs which assist with advocacy, support and services.

Contact your local Regional Office Youth Transition/Employment Coordinator for more information.

