

# WHAT IS A REASONABLE ACCOMMODATION?



- Any change in the work environment or the way things are usually done that gives an individual with a disability an equal employment opportunity.

## Such As...

### BUILDING CHANGES

- Changes to the building/work location to make the area accessible and usable by an individual because of a physical or mental disability
- Employer assistance getting to and from an accessible job site



### JOB RESTRUCTURING



- Exchanging unimportant duties between coworkers
- Part time or modified work schedule
- Flexible leave policies
- Altering when/how an important job function is performed
- Working at home

### ADJUSTING MATERIALS

- Modifying examinations, training materials, or policies
- Acquiring/modifying equipment/devices
- Providing qualified readers/interpreters
- Reassignment to a vacant position



### USE OF LEAVE



- Accrued paid leave or unpaid leave, for example:
  - to recover from surgery
  - obtain necessary personal disability devices (aids or service animals)
  - avoid temporary adverse conditions in work environment

### CHANGING SUPERVISORY STYLE

- For example, supervisor could prepare written list of daily tasks that can be "marked off" upon completion, rather than telling employee what's needed as it comes to mind.



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[WWW.AZDISABILITYLAW.ORG](http://WWW.AZDISABILITYLAW.ORG)

[www.azdisabilitylaw.org](http://www.azdisabilitylaw.org)

# REQUESTING A REASONABLE ACCOMMODATION

For more information:  
[www.azdisability.org](http://www.azdisability.org)

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## Ask your employer - preferably in writing

If a worker is unable to ask for the accommodation, someone can ask on the worker's behalf. For example, a parent, spouse, job coach, vocational rehabilitation counselor may ask the employer for an accommodation.

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## State ADA Accommodation Request

(1) your disability; (2) why you need an accommodation; and (3) any accommodations you might be able to suggest. People who may be able to give you ideas are your healthcare professional, a vocational rehabilitation counselor, a job coach, a specialist from the Job Accommodation Network (JAN) or a specialist from a disability support group.

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## Wait for a Response

An employer may: agree to the accommodation you asked for; offer an alternative accommodation; agree to meet with you to come up with an accommodation; deny the accommodation; do nothing which amounts to a denial after a reasonable time period.

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## Decide if Accommodation is Effective

An employer must take into consideration the accommodation you prefer. However, if there is a less costly or less disruptive accommodation than the one requested, your employer may provide a different accommodation. Any accommodation provided must be effective, meaning it allows you to have an equal employment opportunity.

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## Work with your Employer to Decide

The employer and individual with a disability should work together in "partnership" to identify the appropriate accommodation. Discuss: the barriers to job performance in meeting the essential job functions of the position and possible effective solutions through accommodations.

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## If Your Supervisor Refuses

Your employer may have an "appeal," "grievance," or "open door policy" to reconsider denials of accommodation or discrimination.

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## If Your Employer Refuses

You can file a complaint of discrimination with the state and federal agencies that enforce disability discrimination laws. You have 180 days to file a state complaint and 300 days to file a complaint with the EEOC (Equal Employment Opportunity Commission).

## Helpful Resources:

For more information:

- (JAN) <https://askjan.org/a-to-z.cfm>
- (ADA) <http://www.ada.gov/>
- (EEOC) <https://www.eeoc.gov/laws/types/disability.cfm>

