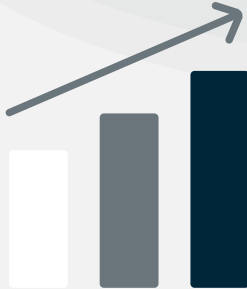


Supporting Employees with Healthcare Needs

WORKPLACE ACCOMMODATION AND EMPLOYEE RETENTION



A reasonable accommodation is an adjustment made in policy to support an individual based on assessed need. This concept allows employees with disabilities, including those with healthcare needs, an equal opportunity to attain and maintain employment. Ensuring employees can efficiently and easily receive reasonable accommodations contributes to an overall retention strategy by allowing employees to do their best on the job and succeed in the workplace. An employee is more likely to stay long-term in their position if they feel supported by the employer.

THE ACCOMMODATION PROCESS



"PRODUCTIVITY ENHANCERS"

Accommodations are often referred to as "productivity enhancers". Reasonable accommodations should not be viewed as "special treatment" for just one employee, as they often benefit all employees. For example, facility enhancements such as ramps, accessible restrooms, and ergonomic workstations benefit more than just employees with disabilities.

Reasonable accommodations make existing settings accessible and promote productivity in the workplace.

ESSENTIAL FUNCTIONS

Essential functions are job duties that an employee must be able to perform, with or without reasonable accommodations.

You should carefully examine each job task to determine which functions are *essential* to performance. Job tasks that are not considered essential should be excluded from the application for employment to avoid barriers for individuals with disabilities.

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THE AMERICANS WITH DISABILITIES ACT (ADA)

"The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. ADA Title I makes it unlawful to discriminate in all employment practices such as: recruitment, pay, hiring, firing, promotion, job assignments, training, leave, Pay-off, benefits, and all other employment related activities

adata.org

SO, HOW CAN I ACCOMMODATE MY EMPLOYEES?

What types of accommodations are generally considered reasonable?

- Change job tasks.
- Provide reserved parking.
- Improve accessibility in a work area.
- Change the presentation of tests and training materials.
- Allow a flexible work schedule.
- Provide an aid or a service to increase access.
- Reassign to a vacant position.
- Modifying a policy to allow a service animal in a business setting
- Adjusting work schedules so employees with chronic medical conditions can go to medical appointments and complete their work at alternate times or locations



JOB ACCOMMODATION NETWORK (JAN)



JAN provides free consulting services for all employers, regardless of size or type (e.g., private, federal, state, or local government, etc.). Services include consultation about all aspects of job accommodations and ADA compliance assistance.

INTRODUCTION TO DISABILITY AND EMPLOYMENT RIGHTS



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