

**Accommodations:**

The ADA requires employers to provide reasonable accommodations for qualified applicants or employees with disabilities unless doing so would cause undue hardship.

**Notice:** Employers covered by the Americans with Disabilities Act (ADA) are required to post notices describing the employment provisions of the ADA. This posting can be found by the employment law posters in your building. These are most often located in the staff lounge or by the mailboxes. An email notice is also sent out annually to all employees.

**Facilitate Requests:** If an individual with a disability seeks an accommodation, generally he or she is responsible for informing the employer of the need. Individuals do not have to use the word "accommodation," but they must indicate that they have difficulty carrying out their tasks due to a disability. In our district it is easiest to call the Director of Human Resources at 262-560-2151 or email.

**Analyze Jobs:** To facilitate the accommodation process, a detailed description for each role is maintained that lists its essential functions and duties. All essential functions of the job are included in the job description and accommodation process.

**Identify Functional Limitation:** When a reasonable accommodation is needed to perform essential job functions, the employer and employee discuss the employee's functional limitations and determine where they intersect with his or her duties. Again, the focus is on a person's essential job tasks and the physical functions necessary to complete them, not his or her disability. Typically, such functions can be described in "I-N-G" action verbs: walking, pushing, or reading.

**Determine Potential Accommodations:** Sometimes, an employee with a disability is aware of the modifications he or she needs to perform certain tasks. Other times, devising an effective accommodation requires creative and collaborative thinking. It is important to remember that accommodations are not limited to adjustments to a physical work environment. They may involve changes to the way a job is done or structured, modified workplace policies and procedures, adjusted work schedules, swapping or eliminating marginal functions or perhaps even changes to corporate culture. Or, they may entail procuring assistive technology or services such as readers or interpreters.

**Make the Accommodation:** An employer has the final say on which accommodation is implemented, based on factors such as cost, effectiveness and business feasibility. However, accommodations work best when both the employer and employee participate in the process and the employee's needs and preferences have been taken into consideration in making the decision.

**Monitor Effectiveness:** Not all accommodations produce the desired outcome. If the accommodation is not working, the employer and employee start the process again.