

# Accommodating Employees with Disabilities

*Title I of the Americans with Disabilities Act requires that all employers, including state agencies, must provide reasonable accommodations to qualified employees to perform the essential functions of their job as long as the accommodation does not result in an undue hardship to the agency. As a human resources professional, you play a vital role in ensuring that an employee who has a disability is given the accommodations necessary to perform his or her job.*

Accommodations can include but are not limited to:

- *Providing assistive technology.*
- *Modifying existing workstations and making sure that all work areas are accessible.*
- *Ensuring that there is at least one accessible entrance to the building and all emergency exits are accessible.*
- *Assigning a parking space close to the entrance to the building, if possible.*
- *Providing interpreters, readers, or large print reading material.*
- *Permitting the employee to have a flexible schedule or allowing telework.*

*Having an open line of communication with the employee is especially important to determine the accommodations that are needed. It is a common misconception that accommodations are expensive, most accommodations require very little cost. The Office of Disability Employment Policy's Job Accommodation Network (JAN) reports that approximately 15% of accommodations cost nothing at all, 51% cost \$500 or less, and only 22% of all accommodations cost more than \$1,000.*

## Resources for HR Personnel

### [AbleData](#)

*Provides information concerning assistive technology products and rehabilitation equipment, also locates companies that sell this equipment.*

### [Americans with Disabilities Act](#)

*Information and technical assistance on the Americans with Disabilities Act.*

### [The Campaign for Disability Employment](#)

*A collaborative effort between several organizations that seek to promote positive employment outcomes for people with disabilities.*

[Employer Assistance and Resource Network \(EARN\)](#)

*Resources to help employers recruit, hire, retain, and advance individuals with disabilities.*

[Job Accommodation Network \(JAN\)](#)

*Provides guidance on workplace accommodations, the Americans with Disabilities Act and disability employment issues.*

[Louisiana Commission for the Deaf](#)

*Provides accessibility services to Louisiana residents who are deaf, deaf-blind, hearing impaired or speech impaired including telephone and video relay services.*

[U.S. Department of Labor Office of Disability Employment Policy](#)

*Develops and influences policies and practices that increase employment opportunities for individuals with disabilities.*

[U.S. Equal Opportunity Employment Commission](#)

*Laws, regulations, and guidance concerning disability discrimination. Also provides publications about the Americans with Disabilities Act.*