

Simply defined, reasonable accommodation at the workplace is a logical adjustment to the job that allows a person with a disability to perform the essential functions of the position. The term also applies to any adjustment which allows a person with disability to participate in any and all aspects and functions of the employment process including recruitment, application, and promotion as well as all other employee privileges and benefits.

#### EXAMPLES:

- Job announcements are accessible to those with vision disabilities.
- Sign language interpreters are available at job interviews, staff meetings, and company sponsored events.
- Paging/audio announcements are interpreted.

## **Orange County Deaf Advocacy Center**

PO Box 4339  
Santa Ana, CA 92702

Telephone Number:  
949-955-0054 Voice/Fax

E-mail:  
ocdac@deafadvocacy.org

Website:  
<http://www.deafadvocacy.org>

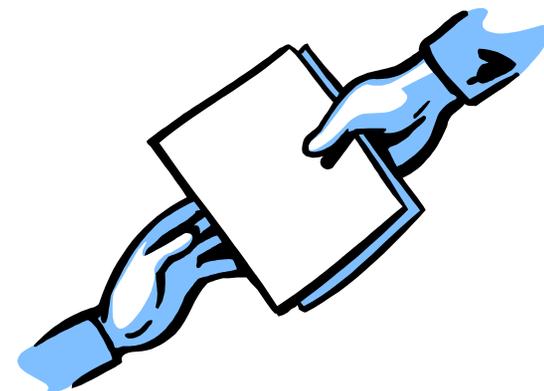


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# Quick Guide To Reasonable Accommodation At The Workplace



**ORANGE COUNTY  
DEAF  
ADVOCACY  
CENTER**

*"Health, Safety, and  
Productivity"*

## **TYPES OF ACCOMMODATIONS**

**Reasonable accommodation is a must:**

**To enable a qualified person with a disability to perform the essential job functions.**

**To ensure equal opportunity in the application process.**

**To enable the enjoyment or equal benefits and privileges of employment.**

“Reasonable” because accommodations should not impose undue hardship on the operation of the employer’s business. It may be the least expensive accommodation which is deemed legally satisfactory and correct, even if the employee prefers a more expensive solution like a sign language interpreter over reading notes off a laptop screen.

Services or equipment for personal use which are not job related are not normally considered reasonable accommodation.

**WORKSITES** should be modified to implement a wide spectrum of solutions which vary in complexity and expense.

**WORK SCHEDULES** are modified for employees who need flexibility in work hours to accommodate medical conditions/appointments and special equipment maintenance.

**JOB RESTRUCTURING** involves the elimination of certain non-essential job functions like occasional heavy lifting or exposure to irritating chemicals and extreme environmental conditions.

**SUPPORT SERVICES** involve assistance to persons with disabilities in performing certain job-related activities. Support services include readers for blind employees, sign language interpreters for the deaf, and assistants for people who are severely disabled.

**AUXILIARY AIDS** are tools or equipment which allow a person with a disability perform a job effectively. They can be software/hardware, telephone amplifiers, signal devices, and text communication devices for people with hearing disabilities.

**BARRIER REMOVAL** can be thought of as two separate concepts; widening doorways and adding ramps to make the hallways and bathrooms accessible, and making sure people with disabilities are included in programs, services, activities, employment, and recreation.

## **DIFFUSING DEAF ACCOMMODATION MYTHS**

You do not have to hire an interpreter to be with the deaf employee at all times!

Being deaf has no effect on a person’s intelligence, you do not need to reduce complex statements or discussions to something you would normally say to a very young child.