

# ADA Reasonable Accommodation Checklist

The Americans with Disabilities Act (ADA) requires employers to provide reasonable accommodation to any qualified applicant or employee with a known disability, unless doing so would cause an "undue hardship" for the company. This means, the employer must provide accommodation that changes the workspace or job duties which allows the employee to perform the essential functions of the role despite their disability. Some examples of reasonable accommodation can include (but are not limited to): specialized equipment, flexible work schedule, alternative communication formats, accessible facilities, and job restructuring. See below for a checklist

## **Create an accommodation policy and inform current employees of same.**

Your policy should include:

- Your commitment as an employer to provide reasonable accommodation
- Outline the process for requesting accommodation
- Information on documentation for disability verification
- Examples of potential accommodations
- Confidentiality information and a contact person to direct requests to

## **Recognize the need for accommodation or submitted accommodation request**

If you can observe the disability, or there is objective evidence the employee has a condition that is affecting their job performance, employers can inquire about the need for accommodation. However, employers should not inquire about the need for accommodation if the impairment is not evident until the employee submits a request.

## **Begin the Interactive Discussion Process**

- Review available documentation (supervisors, employee request, medical, etc. and Determine whether a physical or mental impairment is present which significantly inhibits the employee's ability to perform major life activities.
- Review the employee's job description and identify the essential functions of their role. Identify nonessential job functions that may be reassigned to other employee for accommodation purposes.
- Engage the employee (and if applicable, their health care provider and/or supervisor) in discussion regarding potential accommodation.

## **Determine the Reasonable Accommodation to be Provided (if any)**

- If the employee has requested a specific accommodation , determine whether the requested accommodation is reasonable or whether it creates an undue hardship for the company. If it is determined the specified request creates an undue hardship for the company, discuss alternative accommodation options. accommodation option is available. Employers are not required to provide the Specific requested accommodation providing the alternative addresses the

*This resource is provided by The Buzz HR, LLC as a courtesy and is intended for general informational purposes only. It may not comply with specific state labor laws or regulations. Users are strongly encouraged to consult with a licensed attorney or legal professional to ensure compliance with applicable laws and to address any legal matters. The Buzz HR, LLC makes no representations or warranties regarding the accuracy or completeness of this resource. For more information about The Buzz HR, visit us at: [www.thebuzzhr.com](http://www.thebuzzhr.com).*