

Workplace Accommodation Training



Increasing Awareness and
Meeting Needs

Trivial Pursuit!

- 1.
- 2.
- 3.
- 4.

Let's Play Jeopardy...

Answers

1. _____ increase in 7 years (_____ students to _____ students)
2. _____ % faculty had little to no training
3. More than _____ (over _____%) of the EEOC complaints in 2010 were based on disability
4. _____ % , (_____) of the over 4 million people employed in Michigan have a disability

First thoughts on Jeopardy answers...

The Need Is Increasing

- Changing definitions and better reporting
- Respect, desire to serve and do the right thing
- Laws, liabilities, and enforcement

Purpose

- To provide excellent service: It's the right thing to do.
- Institutional and personal liability: compliance with all federal and state laws and regulations.

Disability Training Initiative

- Charge: All CMU employees need to know how to respond and help a person with a disability, and/or know exactly where to go for the answers
- Phase I: Faculty meeting the needs of students. Accommodating Students with Disabilities (ASD)
- Phase II: You! Staff needs and events.
 - Supervisors
 - Non-supervisors

Objectives

- Understand our responsibilities under the law and regulations
- Know how to respond and meet the needs of those with disabilities and/or know exactly where to go for the answers
- Understand and be able to use the CMU Work Accommodation Process

The Law

- Section 503 and 504: Rehabilitation Act of 1973
- Title I and II of the Americans with Disabilities Act (ADA)
- Michigan Persons with Disabilities Civil Rights Act

Definition of Disability

- A physical or mental impairment that substantially limits one or more major life activities
- A record of such impairment
- Being regarded as having such an impairment

Implications

- Discrimination against _____ with disabilities is prohibited
- Must provide reasonable _____ unless causes an undue hardship
- Cannot exclude a QI from university provided services, _____ or _____
- Employees have the right to _____ of disability-related information

Employment Discrimination: Screening Applicants

- Focus on the _____ of the applicant: medical/physical information should not be considered
- If applicant is rejected because he/she is regarded as having a disability, this may be enough to bring them within the definition of “disability”.

Employment Discrimination: Interviewing

- If an accommodation is needed at the interview, interviewee is responsible to request it
- Cannot ask about a _____ during the interview
- Keep questions focused on the person’s ability to perform the _____ of the job with or without an accommodation
- Avoid making _____
- Person may tell or demonstrate their abilities
- Be consistent and relax

Questions???

Eligibility for Reasonable Accommodation

- Qualified individual with a disability (QI): one who can perform the essential functions of the job with or without accommodations
- Essential job functions: fundamental to the position, not marginal
- An applicant or employee is not disabled until he/she identifies him/herself as having a disability AND provides _____

- If a supervisor considers that a person is disabled, the ADA could apply and protect the individual even if that person does not meet the statutory definition of being disabled
- **Therefore, accommodations _____
without proper notification and documentation**

Right to Access

Once hired, QI have the right to equal or equivalent access to all benefits that would be available to other employees, such as:

- Lounges, break rooms, bathrooms, etc.
- Participation in work-related and campus programs and events
- Wages, benefits, etc!

Right to Confidentiality

- Supervisor cannot discuss the nature of an employee's _____
or _____ with co-workers
- So, what can be said?
- All _____ relating to the disability and accommodation must be kept separate from the employee's personnel file
- Where can they be kept?

Reasonable Accommodation

What supervisors are NOT required to do:

- lower _____ or _____ standards
- remove or change essential functions
- create a _____ or _____ for an employee with a disability

Examples of Reasonable Accommodation:

Note: Providing documentation of a disability _____
bad behavior or poor performance that occurred prior to the supervisor's
knowledge of the disability...

NOR does it excuse such behavior in _____

Work Accommodation Coordinators

Note: While the staff *position* information in the online training remains correct, some of the staff named in the online training have changed. Therefore, only the position information for the coordinators are listed below.

Staff and Student Employees:

- Manager/Employee Health & Wellness 774-3198

Global Campus:

- Director/Regulatory Services and Human Capital, Global Campus
774-1308

Faculty:

- Director, Faculty Employee Relations 774-4701

Work Accommodation Process

Step #1: Request for Accommodation

- May be _____: given verbally or in writing.
- May be _____: employee may simply indicate he/she is having difficulty in performing certain work duties.
- Supervisor's responsibility to recognize a possible request, and start the process to determine next steps
- Could simply ask, "What can I do to help you do your job better?"
- Provides employee with a copy of the Work Accommodation Process and starts the Work Accommodation Request Form

Step #2: Meeting Eligibility Requirements

- Employee brings completed request form and documentation to the appropriate _____
- Coordinator evaluates documentation to determine whether or not the employee meets the requirements

Step #3: Deciding on Specific Accommodations

- Coordinator works with employee and supervisor to implement reasonable accommodation
- Accommodation process is _____ between the employee, supervisor, and the accommodation coordinator
- Any modifications or revisions to the original accommodation should be _____ by the accommodation coordinator

Questions???

Let's practice:

Scenario #1: Revisiting our “jeopardy” situation...

What would you do if one of your staff members talked to you about having a seasonal depression disorder that made it difficult for them to get to work before 9:00 but they had no problem working until 6:00?

Others...

What About Students...

- Accommodating Students with Disabilities (ASD)

<http://webs.cmich.edu/asd/>

Instructions and link are located on the Disability Training Initiative Webpage

1. Getting to Student Disability Services (SDS)
2. Meeting the _____ requirements
3. Deciding on specific accommodations
4. Implementing the accommodation plan
5. Revising the accommodation plan

Universal Design

- Designing _____ and _____ so they can be used by the widest range of users without adaptation
- Examples in classrooms, products and buildings:

Accommodations for visitors

Hosting an event open to the public:

- Establish _____ for accommodation requests
- Sponsoring department/ program is responsible for the costs of the accommodation

Recommended Statement:

Accommodations for persons with disabilities:

For information regarding accommodations for persons with disabilities, or persons requiring sign language accommodations, call “sponsoring Dept. or Org. here” (i.e. University Events, 989-774-3355) between 8:00am and 5:00pm, M-F.

Requests for interpreters must be received at least two weeks in advance of the program.

Contacts for Visitor Accommodations:

- **Athletic Events, Theatre Events, or any ticketed event:**
Ticket Central, 774-1142 or 774-3000
- **Free Music Events:** 774-3738

Wrap Up

- An online version of this information is available for your review on the Disability Training Initiative website, at Central Link, keyword search “ADAC”
- Student employees will be invited: Please encourage their participation!
- An online training is also available about accommodating students in the classroom at <http://webs.cmich.edu/asd/> (also available on the Disability Training Initiative webpage)
- For further questions concerning accommodating students in the classroom, please contact Student Disability Services at 774-3018

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- **Students in the Classroom:**
Student Disability Services 774-3018

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Additional Resources:

For Workplace Accommodation Policy: Human Resources website/Policies and Programs/Workplace Accommodation Process

For Workplace Accommodation Form: Human Resources website/Forms link under “Key Links” heading/Work Accommodation

Job Accommodation Network (JAN) website: www.askjan.org

Americans with Disabilities Act (ADA) website: www.ada.gov

Videos on ADA site: scroll down page until you get to ADA Video Gallery link. First one on Ten Employment Myths provides very good 17 minute overview