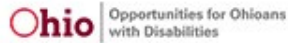


# The Employers' Reasonable Accommodation Handbook

## Session One: Intellectual Disabilities



## Intellectual Disabilities

An intellectual disability is a developmental disability that impacts a person's intellectual functioning and adaptive behavior.

- Intellectual functioning can include learning, reasoning, and problem solving.
- Adaptive behavior includes skills such as language and literacy, self-direction, interpersonal skills, ability to follow rules, schedules, and routines.

The impact of these limitations varies and not every person with an intellectual disability will experience all of them. Each person's abilities, strengths, and skills are unique.



### Myth



### Fact

All Intellectual disabilities are severe.

85% of intellectual disabilities are mild and do not limit education or job performance.

Most people with intellectual disabilities are not qualified for jobs.

Employers highly rate the dependability, engagement, productivity, and motivation of employees with intellectual disabilities.

People with intellectual disabilities want to be pitied or given attention.

Most people want to be treated with respect and do not want special treatment.

All people with an intellectual disability perform in the same way.

All people are unique in abilities and challenges.

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## Reasonable Accommodation Examples by Type

### Accessible Work Environment

- Relocate Workstation
- Offer individual interview
- Interview questions provided in advance
- Permit Job Developer at Interview

### Modifying Policies

- Allow additional time for training or use of job coach
- Allow service or emotional support animals

### Altering Supervisory Methods

- Meet more frequently with the employee
- Provide written follow-up after meetings
- Record audio instructions

### Equipment or Services

- Use of time and task management apps
- Color contrast overlays
- "Smartpen" to record audio

### Job Restructure

- Permit task management tools
- Provide written materials in alternative formats
- Permit use of phone apps, timers, watches, and electronic organizers

### Permit a Flexible Schedule

- Adjust shift start and end times
- Allow modified break schedules to tend to needs