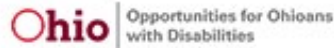


The Employers' Reasonable Accommodation Handbook

Session Six: What Can I Ask, and Why?



What?

Disability-Related Questions:

Questions likely to elicit a response that discloses a disability. For example, asking an employee about their ability to lift or stand.

Medical Examinations:

Tests or procedures that seek information about mental or physical conditions. For example, vision tests analyzed by an optometrist and blood pressure screenings.

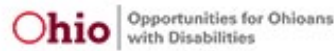
When?

Employers may only ask employees disability-related questions and administer medical exams when they are *job-related and consistent with business necessity*. This occurs when:

- Employer has a reasonable belief, based on objective evidence:
 - Employee will pose a direct threat due to disability, or
 - Employee's ability to perform essential functions will be limited due to a disability.
- Employee requested a reasonable accommodation and the disability or the need for accommodation is not apparent.

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Why?

Disability-related questions and medical exams may result in the disclosure of a disability. If so, the employer and employee should begin the interactive process to determine a reasonable accommodation and aid in the employee's success.

Knowing *what* can be asked, *when*, and *why* helps to foster a disability inclusive culture. So can establishing a disability focused **Employee Resource Group** and facilitating a **Self-Identification Campaign**.

Employee Resource Groups (ERGs)

Internal group of employees with a shared interest in the needs of a diverse group in the workplace.

Benefits:

- Address needs of members
- Support for similar experiences
- Contribute to workplace changes
- Improve job satisfaction
- Educate staff on disability topics

Self-Identification Campaigns

Campaigns to track employment goals and inform disability inclusion efforts in the workplace.

Communicate with Employees:

- Purpose of the request
- Participation is voluntary
- No adverse treatment
- Information will be used to improve accessibility practices.