

# Inclusive Employer

## Handbook

### Session 3:

#### Workplace Accommodations

Inclusive employers often go beyond their legal responsibilities to provide reasonable accommodations (RAs) in all aspects of employment. RAs cost less than is commonly believed and provide many benefits in the hiring process and the workplace.

#### Strategies for providing workplace accommodations:

- Interactive Reasonable Accommodation Process**

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  - Establish a formal RA policy
  - Assign responsibility for facilitating the process to a role or team
  - Create forms to track the process
  - Be familiar with external resources for determining RA solutions
  
- Funding Reasonable Accommodations**

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  - Utilize a department budget
  - Create a centralized accommodation fund
  
- Confidentiality Guidelines**

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  - Establish formal confidentiality procedures
  - Identify protocols for storing confidential information
  - Address who has access to what information
  
- Supervisor Training on Reasonable Accommodations**

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  - Identify when training should be provided or repeated
  - Address how to recognize a request and what steps to take next
  - Explain how to respond to questions from coworkers
  
- Employee Training on Reasonable Accommodations**

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  - Review RA policy and process
  - Identify how to request an RA and who to contact
  - Address confidentiality rules