

Supervisors and Title I of the ADA



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with Disabilities

- ▶ Know how qualification standards apply to disability
- ▶ Write essential functions that are outcome-based
- ▶ Know reasonable accommodations for the hiring process
- ▶ Be open to performing job tasks in more than one way
- ▶ Recognize a request for a reasonable accommodation
- ▶ Know your role in the interactive process
- ▶ Don't attribute low performance or misconduct to disability
- ▶ Use criteria to assess direct threat to health and safety
- ▶ Follow the confidentiality rules that apply to disability
- ▶ Be prepared to respond to coworker questions

Recognize a Request!

A reasonable accommodation (RA) request can be subtle:

- A person asks for a change or reports a barrier in the workplace related to a medical condition or a disability.

An individual may request RA:

- In their preferred form of communication.
- Using plain language.
- Without reference to the ADA or RA.

When a request is received, begin the interactive process!

Respond to Coworker Questions!

Coworkers will ask about the RAs they notice in the workplace.

- Employers are not permitted to disclose disability and RA.

Tell the employee:

- It's your policy to assist employees with work difficulties.
- These matters are personal and confidential.
- Their privacy would also be respected.



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