

The Employers' ADA Handbook

Session 1

Title I Overview

What is Title I of the ADA?

A civil rights law that protects qualified applicants and employees with disabilities in all aspects of employment.

Who is a Qualified Applicant or Employee?

Qualified means being able to perform the essential functions of the job with or without a reasonable accommodation. It also means satisfying job requirements, such as skills, experience, and education.

ADA Definition of Disability

“... a person who has a physical or mental impairment that substantially limits one or more major life activity.”

Major life activities are those daily functions important to most individuals, such as seeing, hearing, walking, sitting, reading, thinking, and communicating.

Who Must Comply?

- Private employers with 15 or more employees
- State and local governments
- Employment agencies
- Labor unions
- Agents of the employer
- Joint management labor committees

Employer Responsibilities

- May not discriminate against qualified applicants and employees with disabilities in all aspects of employment: hiring, promotion, training, and other benefits of employment.
- Must provide reasonable accommodations to qualified applicants and employees with disabilities, unless doing so causes an undue hardship.

Confidentiality and the ADA

All medical information obtained through the disclosure of a disability and providing reasonable accommodations are required to be kept confidential.