

Top 10 Accessibility Resolutions



**Best Practices to Achieve your
Accessibility Goals in the New Year!**

1

Create a Reasonable Accommodation Statement

2

Establish Criteria for Reasonable and Undue Hardship

3

Be Open to New Ideas

4

Ensure Application Process is Accessible

5

**Train on Reasonable Accommodation and Disability
Etiquette and Awareness**

6

Create a Reasonable Accommodation Process

7

Develop a Budget for Reasonable Accommodations

8

Expand Recruiting Sources

9

Know Available Resources and Support Networks

10

Prepare Job Descriptions with Essential Functions

Why Create a Reasonable Accommodation Statement?

- Communicates your commitment to being an inclusive employer
- Informs applicants and employees with disabilities of their right to request a reasonable accommodation (RA)
- Includes contact information and instruction on how to make a request for a RA
- Demonstrates you care about what individuals with disabilities need to access the hiring process, perform the job, and enjoy the benefits of employment

Where to Include?

- Equal Opportunity (EO) Statement
- Job Descriptions
- Job Postings
- Application Forms (online and in-person)
- Reasonable Accommodation Policies
- Employee Handbooks
- Company Intranets
- Invitations to Interviews, Onboarding, Meetings, Trainings, and Conferences

RA Statement Example:

[Employer] is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act and other applicable laws. To request an accommodation based on a disability, please contact (insert contact name or title with contact information such as phone number and email address) by (Date).

Why Create a Reasonable Accommodation Budget?

Known as a Centralized Accommodation Fund (CAF)

- Streamlines the process of purchasing accommodations
- Eliminates concerns that the cost of a RA will come from one department's budget
- Encourages employees with disabilities to ask for what they need
- It's a best practice for hiring and retaining qualified employees with disabilities

What items are employers purchasing through their CAF?

Sign Language Interpreters
Adjustable Height Desks
Facility Modifications

Live Captioning
Drivers
Digital Accessibility

Assistive Technology
Ergonomic Chairs
Speech Output Devices

