

# Reasonable Accommodations in Employment

## What is a Reasonable Accommodation?

- Under Title I of the Americans with Disabilities Act (ADA), a reasonable accommodation is a change or adjustment to the job, work environment, or the way things are usually done.
- An accommodation is not reasonable if it is an undue burden or if it fundamentally alters the essential functions of the job.
- Examples of reasonable accommodations are adaptive equipment, changes to a work schedule, or modifying a workspace.

## An Accommodation Is Reasonable If:

- It is practical and possible
- It doesn't jeopardize the health or safety of the individual or others
- It doesn't change the fundamental nature of the business

## What Are Essential Functions of a Job?

- Essential functions are the tasks that are necessary to perform a job.
- When a task is an essential function, not performing the task would change the fundamental nature of the position.
- Employers may not require an employee with a disability to perform a task if it is not an essential function.
- Employers are not required to excuse an employee from performing an essential function.



**DISABILITY RIGHTS  
NORTH DAKOTA**

1-800-472-2670  
(701) 328-2950  
ND Relay 711 TTY  
[www.ndpanda.org](http://www.ndpanda.org)  
[panda\\_intake@nd.gov](mailto:panda_intake@nd.gov)

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## How Can I Request a Reasonable Accommodation?

- A reasonable accommodation may be requested by discussing the issue with a supervisor or with the employer's HR department.
- An employer may have a formalized process for addressing accommodation requests, such as completing a form.
- The employer may ask for more information or documentation if the employee's disability is not apparent or there does not appear to be a clear connection between the disability and the requested accommodation.
- If the disability and the requested accommodation are apparent, additional documentation is not required.

## What Are My Employer's Obligations Regarding Reasonable Accommodations?

- An employer must provide a reasonable accommodation to a person with a disability that will help that person apply for a job, perform the job, and enjoy the benefits and privileges of employment that are equal to those enjoyed by similarly situated employees without disabilities.
- Under the ADA, employers are required to engage in an interactive process to determine a proper reasonable accommodation.
- The employer is not required to provide the exact accommodation that the employee requests, but the accommodation must be effective.



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