

**What should I do if I think I might need a reasonable accommodation?**

If you think you might need an accommodation for the application process or on the job, you have to request one. You may request a reasonable accommodation at any time during the application process or any time before or after you start working.

**How do I request a reasonable accommodation?**

You simply must let your employer know that you need an adjustment or change because of your disability. You do not need to complete any special forms or use technical language to do this. For example, if you use a wheelchair and it does not fit under your desk at work, you should tell your supervisor. This is a request for a reasonable accommodation. A doctor's note requesting time off due to a disability or stating that you can work with certain restrictions is also a request for a reasonable accommodation.

**What happens after I make a request for a reasonable accommodation?**

Once you have made a request for a reasonable accommodation, the employer should discuss available options with you. If you have a disability that is not obvious, the employer may request documentation from you demonstrating that you have a disability and explaining why you need a reasonable accommodation. You and the employer should work together to determine an appropriate accommodation.

If you believe  
that you  
have been  
discriminated  
against...

Call or visit:



**City of Lawrence, Kansas  
Legal Department,  
Human Relations Commission,  
and  
Human Relations Division**

947 New Hampshire  
Suite 200A  
Lawrence, Kansas 66044

Phone: 785-832-3310  
Fax: 785-832-3315  
humanrelations@ci.lawrence.ks.us

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**Disability  
and Employment  
Information  
For Employers,  
Employees, and  
Job Applicants**



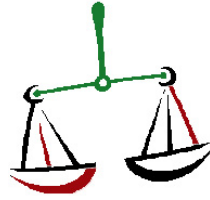
**City of Lawrence, Kansas  
Legal Department  
Human Relations Division  
and  
Human Relations Commission**

Suite 200A  
947 New Hampshire  
Lawrence, KS 66044  
785-832-3310  
785-832-3315 FAX  
Office Hours:  
8:00 a.m. to 5:00 p.m.  
Monday—Friday



**City of Lawrence**

# Not Disabled . . . Just Differently Abled!



**The Federal Americans With Disabilities Act (ADA), and Chapter X, Article I of the Code of the City of Lawrence, Kansas** prohibits employers from discrimination on the basis of a disability.

It makes it illegal for an employer to discriminate against a qualified individual with a disability in job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training; or other terms, conditions, and privileges of employment, because of the individual's disability.

## Qualified Individuals with Disabilities

This includes applicants for employment and employees. An individual is considered to have a "disability" if s/he has a **physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.** Persons discriminated against because they have a known association or relationship with an individual with a disability also are protected.

The law applies to persons who have impairments and that these must substantially limit major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retarda-

tion, or a specific learning disability is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu, generally would not be covered.

The law also protects individuals with a record of a disability, for example, a person who has recovered from cancer or mental illness. Also protected are individuals who are *regarded* as having a substantially limiting impairment, even though they may not have such an impairment. For example, this provision would protect a qualified individual with a severe facial disfigurement from being denied employment because an employer feared the "negative reactions" of customers or co-workers.

## Drug and Alcohol Abuse

Employees and applicants currently engaging in the illegal use of drugs are not covered by the law, when an employer acts on the basis of such use. Employers may hold illegal drug users and alcoholics to the same performance standards as other employees.

## Perceived Disability

It is also unlawful to discriminate against a person who is perceived to have a disability. If the employee is not disabled, but the employer believes s/he is, and discriminates against him or her, that is also unlawful.

Employers may not ask job applicants about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned on the results of a medical examination, but only if the examination is required for all entering employees in similar jobs. .

## Reasonable Accommodations

Reasonable Accommodation is the idea that even if a person is disabled, and even if that disability may make it seem like he or she can't do a job, the employer must consider whether or not a "reasonable accommodation" can be made. A "reasonable accommodation" is when the employer modifies the job duties, provides some extra help, or takes some other measure to ensure that the person can still be able to do the job. Reasonable accommodation may include, but is not limited to:

- ▶ Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- ▶ Job restructuring, modifying work schedules, reassignment to a vacant position;
- ▶ Acquiring or modifying equipment or devices, adjusting modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Whether you want to just talk, obtain more information, or take action to remedy a situation, you may contact the Human Relations Division. One of our Human Relations Specialists can answer your questions, accept complaints, give you information on mediation, informal resolution and formal grievance procedures, help you decide what action to take, and explain how you are protected from retaliation.

*Ability, not disability, should determine an individual's qualifications for getting and keeping a job.*



City of Lawrence