

Reasonable Accommodations at Work

What is a reasonable accommodation?

A **reasonable accommodation** is a change to your job or work environment that helps you do your job. You can also ask for one to apply for a job. The change must be related to your disability. Some examples are:

- Screen readers or magnifiers
- Amplified phones
- Changes to the work environment, like accessible parking, special chairs, or ergonomic keyboards
- Modified work schedule

Do I need a reasonable accommodation?

You may need a reasonable accommodation if your disability makes it hard to do the **essential functions** of your job. **Essential functions** are the main duties you must perform.

How do I ask for a reasonable accommodation?

Talk to your employer as soon as possible. You can also ask before starting a new job.

- Tell your employer what you need and how it will help you do your job.
- It helps to put your request in writing, but this is not required.
- Your employer may ask for a note from your doctor. You **do not** have to share your whole medical record.

What if my employer says no?

Your employer can say no if the accommodation would be an **undue burden** – meaning it is too hard or too expensive to provide. They will consider:

- The **cost** of the accommodation
- The **size and resources** of the company
- How the accommodation affects the company and other workers

Your Rights

- If they say no to your request, they should offer a different accommodation. If that does not work for you, explain why.
- Your employer must talk with you about your request (this is called the “interactive process”). If they refuse to talk or ignore your request, you may have the right to **file a complaint**.
- Your employer **cannot** take back a job offer just because you asked for a reasonable accommodation.

Know the deadlines for filing!

You can contact DRRI or an employment law attorney to learn more about your rights. Depending on the size of the employer and the laws that apply to them, your deadline to file a complaint may be short. You should try to speak to an attorney as soon as possible.

Need Help?

Contact Disability Rights Rhode Island (DRRI) at:

- Call: **401-831-3150**
- Email: info@drri.org