

**1 out of every 6 Americans has a disability, but disability doesn't mean no ability.**



**Can you spot which of these employees is disabled? Not all disabilities are obvious or physical!**

The Federal Americans with Disabilities Act makes it illegal to discriminate against people with disabilities. As an employer, you are required to judge disabled candidates by their qualifications when recruiting, hiring, making promotions, or assigning tasks. Employers must offer those with disabilities the same training, pay and benefits that other employees in the same positions receive.

**ADA covers:**

- Hearing Impairments
- Visual Impairments
- Speech Impairments
- Limited or no use of Limbs
- Mental Retardation
- Learning Disabilities
- Epilepsy
- Alcoholism
- AIDS or HIV (partial list)



**What would YOU do?**

You place an ad for employment in the newspaper stating that applications for a position will be taken on Friday between 8am-12pm.

A candidate calls and asks if she can submit an application on Saturday instead of Friday due to a regularly scheduled physical therapy session AND inquires as to whether or not the personnel office is wheel chair accessible.



**Right or Wrong?**

An employee who has cancer asks for extended leave which is far beyond your company's formal leave policy time-off allowance.

You hold firmly to your company's formal leave policy guidelines and deny the employee's request for the extra extension.

**EQUAL OPPORTUNITY ~ REASONABLE ACCOMMODATIONS ~ PUBLIC ACCESS**

# It's Not Only Your Responsibility, It's The Law.

Barriers to employment, transportation, public accommodations, public services, and telecommunications have imposed staggering economic and social costs on American society and have undermined the government's well-intentioned efforts to educate, rehabilitate, and employ individuals with disabilities. By breaking down these barriers, the ADA will enable society to benefit from the skills and talents of individuals with disabilities. This will allow all of us to gain from their increased buying power and the ability to use it and will ultimately lead to fuller, more productive lives for all Americans.



## Don't forget what the ADA considers "Readily Achievable"

- Grab Bars in Stalls
- Vehicle Hand Controls
- Full Length Mirrors
- Increased Stall Size
- Alternate Entrances
- Insulated Pipes
- Paper Cup Dispensers
- Curb Cuts
- Raised Markings
- Widened Doorways
- Door Hardware
- Paddle Handles
- Reposition Dispensers
- Wide Hinges on Doors
- Rearrange Furniture
- Install Ramps
- Reposition Shelving
- Reposition Phones
- Flashing Alarms
- Raised Toilets



ADA  
Compliance  
Check!

**INSPECTION AND REVIEW:** This comprehensive audit and discovery interview will help you to recognize and evaluate areas of non-compliance.

**INVESTIGATION & ADMINISTRATIVE ANALYSIS:** Examines your current administrative process for interviewing, hiring, pre-employment testing and documenting all employees throughout the work cycle. Forms will be provided in an administrative kit to serve as a permanent record of procedures.

**IMPLEMENTATION & TRAINING:** The "How To" on integrating successful employment practices, in relation to ADA, into your company's daily operations. A completion timeline that is suitable to your individual schedule and priorities will be established. This will clearly assign responsibilities to participants, establish training due dates and demonstrate how involved we will be in the process.

**MONITORING AND FOLLOW UP:** We will continue to assist you in maintaining compliance with periodic reviews and informative updates. We will keep you informed by providing up-to-date amendments and case studies applicable to laws concerning the American Disabilities Act.

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