DISABILITY DISCLOSURE AND EMPLOYMENT

GENERAL INFORMATION

Disclosing a disability can be challenging for individuals seeking employment opportunities. When considering disclosure of a disability there are several factors to consider, including if, when, and how a disability should be disclosed.

IF

- Consider if you will need accommodations on-the-job
- Consider your accessibility needs at work

WHEN

- In a cover letter
- In a resume
- On the application
- Before or during an interview
- After job offer
- After job begins
- If performance difficulties arise
- Never

HOW

- Emphasize ability
- Provide employer information on needs related to:
  - Communication
  - Direction
  - Feedback
- Discuss employer concerns, strategies and solutions

DISCLOSURE CAN OCCUR

<table>
<thead>
<tr>
<th>During</th>
<th>Within</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Employment</td>
<td>Days</td>
</tr>
<tr>
<td>Post-Offer</td>
<td>Months</td>
</tr>
<tr>
<td>While Employed</td>
<td>Years</td>
</tr>
</tbody>
</table>

Disclosure is the choice of the individual and based on the circumstances of the employment opportunity. Employers may ask disability related questions as long as those questions:

- Are consistent with business necessity
- Are related to the overall requirements of the job

PRE-OFFER

Employers cannot require disclosure about a disability prior to making a job offer.

Consider if an accommodation is needed for:

- Completing an application
- Participating in a job interview
- Completing an employment test

POST-OFFER

- Employers may ask medical questions or require newly hired employees to complete a medical examination.
- These requirements must be consistent and asked of all employees within the business.
- Information shared post-offer cannot be used to retract a job offer unless it is shown that the essential job functions cannot be completed or there poses a safety risk.
DISCLOSURE RECOMMENDATIONS

IF THERE IS A NEED TO DISCLOSE, CONSIDER:

General information you want to disclose about your disability.

Why you are choosing to disclose your disability?

How your disability may affect your ability to complete key job functions?

What accommodations have worked for you in the past?

What types of accommodations you anticipate needing to perform key job tasks?

Reasonable Accommodations?

YES

Making existing facilities accessible
Job restructuring
Changing tests, training materials or policies
Part-time or modified work schedules
Acquiring or modifying equipment
Providing qualified readers or interpreters
Reassignment to vacant positions

NO

Eliminating primary job responsibilities
Lowering production standards for an employee
Changing supervisors
Granting leave without a fixed return date
Giving more paid leave to an employee with a disability than provided to others
Reducing an employee’s hours if it would disrupt the operations of the business