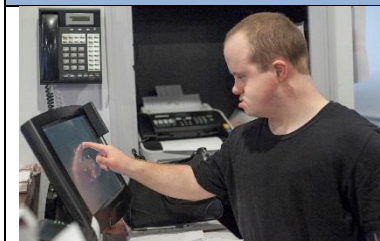




# Disability Employment Resources



## FACTS:



**Increase Retention:** People with Disabilities have 27-130% better retention rates which, over time, positively influences overall turnover.



**Increase Talent Pool:** There are more than 15 million people with disabilities available for work in the U.S.



**Improve Safety:** People with disabilities have 25% less “days away” injuries and return to work 40% faster



**Improve Management Effectiveness:** Managers in disability inclusiveness departments increase effective management skills



**Improve Brand:** 92% of consumers & 80% of job seekers prefer companies that hire people with disabilities

**Cost Savings:** There are numerous tax credits & potential grants for companies that hire people with disabilities

Citation: Tri-State SHRM Conference, 5-2-18  
Win-Win-Win Talent Solutions: Leveraging Individuals with Disabilities

## DISABILITY RESOURCE LIST

### Articles and General Information

Unconscious Bias Towards People with Disabilities in the Workplace, Ability Magazine	<a href="https://abilitymagazine.com/unconscious-bias-pwds-workplace/">https://abilitymagazine.com/unconscious-bias-pwds-workplace/</a>
Disability Inclusion in the Workplace, America's Job Exchange	<a href="http://www.americasjobexchange.com/employer/employer-articles/disability-inclusion-in-the-workplace">http://www.americasjobexchange.com/employer/employer-articles/disability-inclusion-in-the-workplace</a>
Frequently asked Questions from Hiring Managers – Disability In	<a href="https://disabilityin.org/what-we-do/inclusion-works/frequently-asked-questions-for-hiring-managers/">https://disabilityin.org/what-we-do/inclusion-works/frequently-asked-questions-for-hiring-managers/</a>
SHRM- Disability Resources	<a href="https://www.shrm.org/foundation/Inclusion,Equity&amp;Diversity SHRM">https://www.shrm.org/foundation/Inclusion,Equity&amp;Diversity SHRM</a>
Employer Assistance Resource Network on Disability Inclusion	<a href="http://www.askearn.org">www.askearn.org</a> ; <a href="mailto:askearn@viscardicenter.org">askearn@viscardicenter.org</a>
Customized Employment	<a href="http://www.dol.gov/odep/topics/CustomizedEmployment.htm">www.dol.gov/odep/topics/CustomizedEmployment.htm</a>
Disability In – Empower business to achieve disability inclusion and equality;	<a href="http://disabilityin.org">Homepage - Disability:IN (disabilityin.org)</a>
RI APSE – Promoting Employment First	<a href="http://RhodeIslandAPSE.org">Rhode Island APSE - Association of People Supporting Employment First</a> <a href="https://www.youtube.com/channel/UCv8v8v8v8v8v8v8v8v8v8v8">Rhode Island APSE - YouTube</a>
Frequently asked Questions from Hiring Managers – Disability In	<a href="https://disabilityin.org/what-we-do/inclusion-works/frequently-asked-questions-for-hiring-managers/">https://disabilityin.org/what-we-do/inclusion-works/frequently-asked-questions-for-hiring-managers/</a>

### Recruitment and Retention

OSEN- Share job postings with community providers.	Guest speaker opportunities contact	<a href="mailto:vferrara@ric.edu">vferrara@ric.edu</a>
DHS-Office of Rehabilitation Services – Recruitment & Retention Services	<a href="http://www.ors.ri.gov">www.ors.ri.gov</a>	401-421-7005
DLT- Arrigan Center – Returning worker support	<a href="http://www.dlt.ri.gov/arrigan/">www.dlt.ri.gov/arrigan/</a>	401-243-1222
RIDLT Veteran's Recruitment	<a href="https://dlt.ri.gov/individuals/jobseeker-resources/resources-veterans">https://dlt.ri.gov/individuals/jobseeker-resources/resources-veterans</a>	Providence 401-462-8919 Woonsocket 401-235-1201 W. Warwick 401-828-8382
Veteran Operation Stand Down	<a href="http://Employment&amp;Training-OSDRI">Employment &amp; Training - OSDRI</a>	401-383-4730
EARN-Workforce Recruitment (college graduates) job posting and recruitment	<a href="https://wrp.gov/">https://wrp.gov/</a>	

Job Accommodations and Assistive Technology		
Job Accommodation Network information and referral	<a href="https://askjan.org/">https://askjan.org/</a>	800-526-7234
Tech Access of RI	<a href="http://www.techaccess-ri.org/">http://www.techaccess-ri.org/</a>	401-463-0202
U.S. Dept. of Labor: OSHA - Computer Workstation Etool	<a href="http://www.osha.gov/SLTC/etools/computerworkstations/components_chair.html">http://www.osha.gov/SLTC/etools/computerworkstations/components_chair.html</a>	
Deaf and Hard of Hearing		
Commission of Deaf and Hard of Hearing – <i>including requesting Interpreters</i>	<a href="http://www.cdhh.ri.gov/">http://www.cdhh.ri.gov/</a>	401-256-5511
ADA and Discrimination		
RI Governor’s Commission on Disability	<a href="http://www.gcd.ri.gov/">www.gcd.ri.gov/</a>	401-574-9116
RI Commission on Human Rights	<a href="http://www.richr.state.ri.us/">www.richr.state.ri.us/</a>	401-222-2661
US EEOC	<a href="http://www.eeoc.gov/employers/">www.eeoc.gov/employers/</a>	
New England ADA Center	<a href="http://www.newenglandada.org/">www.newenglandada.org/</a>	800-949-4232
SSI/SSDI Work Incentives Information and Benefits Counseling		
Sherlock Center on Disabilities	<a href="http://www.sherlockcenter.org">www.sherlockcenter.org</a> - services - work incentive planning and assistance for SSI and SSDI beneficiaries	401-456-4734
Other Resources		
Mental Health Crisis Hotline	Resource and referral	988
Employee needs	United Way resource and referral for food, housing, health care, etc.	211
Elderly Disability/ Health Care needs	The Point	<a href="https://oha.ri.gov/point">https://oha.ri.gov/point</a>
Workplace accessibility	Ramp/ RIGCD	
Occupation Data Base	ONET	<a href="https://www.onetonline.org/">https://www.onetonline.org/</a>
Recovery Friendly Workplace	RI BHDDH – Division of Behavioral Health	<a href="https://recoveryfriendly.ri.gov/">https://recoveryfriendly.ri.gov/</a>

Person-first language	Words Matter Fact sheet– RI BHDDH	<a href="https://bhddh.ri.gov/sites/g/files/xkgbur411/files/2022-07/WordsMatterGuide%2007.05.2022.pdf">https://bhddh.ri.gov/sites/g/files/xkgbur411/files/2022-07/WordsMatterGuide%2007.05.2022.pdf</a>
Disability Employment Mentoring Day	U.S. Department of Labor	<a href="https://www.dol.gov/agencies/odep/program-areas/individuals/youth/disability-mentoring-day">https://www.dol.gov/agencies/odep/program-areas/individuals/youth/disability-mentoring-day</a>
Disability Disclosure	Job Accommodation Network – Ask Jan	<a href="https://askjan.org/topics/Disability-Disclosure.cfm">https://askjan.org/topics/Disability-Disclosure.cfm</a>
<b>Disability Hiring and Tax Incentives</b>		
Governors Workforce Board – RIDLT	Offers several short-term programs that offset employee salary as well as grant to improve workplace accessibility <a href="https://gwb.ri.gov/about/contact-us">https://gwb.ri.gov/about/contact-us</a>	<a href="https://gwb.ri.gov/resources/employers">https://gwb.ri.gov/resources/employers</a> <a href="https://gwb.ri.gov/programs-services/workplace-accessibility-grants">https://gwb.ri.gov/programs-services/workplace-accessibility-grants</a>
IRS	Barrier Removal Tax credit	<a href="https://www.irs.gov/businesses/small-businesses-self-employed/tax-benefits-for-businesses-who-have-employees-with-disabilities">https://www.irs.gov/businesses/small-businesses-self-employed/tax-benefits-for-businesses-who-have-employees-with-disabilities</a>

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## Disability Employment Myths and Facts – ADA

<https://www.dol.gov/odep/pubs/fact/ada.htm>

The Americans with Disabilities Act (ADA) is a landmark federal law that protects the rights of people with disabilities by eliminating barriers to their participation in many aspects of living and working in America. In particular, the ADA prohibits covered employers from discriminating against people with disabilities in the full range of employment-related activities, from recruitment to advancement, to pay and benefits.

The foundation for the ADA is America's promise of equal access to opportunity for all citizens.

Being inclusive of people with disabilities — in recruitment, retention, promotion, and in providing an accessible environment — gives businesses a competitive edge. Below are some of the common myths about how the ADA affects employers and research and facts that negate them.

**Myth:** The ADA forces employers to hire unqualified individuals with disabilities.

**Fact:** Applicants who are unqualified for a job cannot claim discrimination under the ADA. Under the ADA, to be protected from discrimination in hiring, an individual with a disability must be qualified, which means he or she must meet all requirements for a job and be able to perform its essential functions with or without reasonable accommodations.

**Myth:** When there are several qualified applicants for a job and one has a disability, the ADA requires the employer to hire that person.

**Fact:** An employer is always free to hire the applicant of its choosing as long as the decision is not based on disability. If two people apply for a data entry position for which both speed and accuracy are required, the employer may hire the person with the higher speed and level of accuracy, because he or she is the most qualified.

**Myth:** The ADA gives job applicants with disabilities advantages over job applicants without disabilities.

**Fact:** The ADA does not give hiring preference to persons with disabilities.

**Myth:** Under the ADA, employers must give people with disabilities special privileges, known as accommodations.

**Fact:** Reasonable accommodations are intended to ensure that qualified individuals with disabilities have rights in employment equal — not superior — to those of individuals without disabilities. A reasonable accommodation is a modification to a job, work environment or the way work is performed that allows an individual with a disability to apply for a job, perform the essential functions of the job, and enjoy equal access to benefits available to other individuals in the workplace.

**Myth:** Providing accommodations for people with disabilities is expensive.

**Fact:** The majority of workers with disabilities do not need accommodations to perform their jobs, and for those who do, the cost is usually minimal. According to the Job Accommodation Network (JAN), a service from the U.S. Department of Labor's Office of Disability Employment Policy, 57% of accommodations cost absolutely nothing to make, while the rest typically cost only \$500. Moreover, tax incentives are available to help employers cover the costs of accommodations, as well as modifications required to make their businesses accessible to persons with disabilities.

**Myth:** The ADA places a financial burden on small businesses that cannot afford to make accommodations for individuals with disabilities.

**Fact:** Businesses with fewer than 15 employees are not covered by the employment provisions of the ADA. Moreover, a covered employer does not have to provide a reasonable accommodation that would cause an "undue hardship." Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an organization's size, financial resources and the nature and structure of its operation.

## Cont. Employers and the ADA: Myths and Facts

<https://www.dol.gov/odep/pubs/fact/ada.htm>

**Myth:** ADA lawsuits are flooding the courts.

**Fact:** The majority of ADA employment-related disputes are resolved through informal negotiation or mediation. The Equal Employment Opportunity Commission (EEOC), which enforces the ADA's employment provisions, carefully investigates the merits of each case and offers many alternatives to litigation as a way to resolve any potential problem. The number of ADA employment-related cases, whether filed privately or by the EEOC, represents a tiny percentage of the millions of employers in the U.S.

**Myth:** The ADA is frequently misused by people with vague complaints or diagnoses.

**Fact:** If an individual files a complaint of discriminatory treatment, denial of accommodation or harassment under the ADA and does not have a condition that meets its definition of disability, the complaint is dismissed. While claims by people with false or minor conditions may get considerable media attention, the reality is that these complaints are usually dismissed.

**Myth:** The ADA protects employees who have difficult or rude personalities or are troublemakers.

**Fact:** Improper behavior in and of itself does not constitute a disability, and having a disability does not excuse employees from performing essential job tasks and following the same conduct standards required of all employees. The courts have consistently ruled that "common sense" conduct standards, such as getting along with co-workers and listening to supervisors, are legitimate job requirements that employers can enforce equally among all employees.

**Myth:** Under the ADA, an employer cannot fire an employee who has a disability.

**Fact:** Employers can fire workers with disabilities under three conditions:

- The termination is unrelated to the disability or
- The employee does not meet legitimate requirements for the job, such as performance or production standards, with or without a reasonable accommodation or
- Because of the employee's disability, he or she poses a direct threat to health or safety in the workplace.

### Resources to Assist Employers

A number of resources are available to assist employers in understanding their responsibilities under the ADA:

#### **Job Accommodation Network (JAN)**

[www.AskJAN.org](http://www.AskJAN.org) 800-526-7234 (V/TTY)

JAN is a free, confidential service from the U.S. Department of Labor's Office of Disability Employment Policy that provides individualized accommodation solutions and technical assistance on the ADA. Among the areas that JAN can address are:

- Accommodation options and low-cost solutions
- Hiring, retaining and promoting qualified employees with disabilities
- Employer responsibilities under the ADA
- Addressing accessibility issues, including accessible technology

#### **U.S. Department of Justice (DOJ) ADA Home Page**

[www.ada.gov](http://www.ada.gov) 800-514-0301 (V); 800-514-0383 (TTY)

The ADA Home Page includes many excellent resources for employers. The "[ADA Business Connection](#)" section of the site includes business briefs and tax incentive information.

#### **Americans with Disabilities Act National Network**

[www.adata.org](http://www.adata.org) 1-800-949-4232 (V/TTY)

The Americans with Disabilities Act National Network, sponsored by the U.S. Department of Education's National Institute on Disability, Independent Living, and Rehabilitation Research, consists of 10 regional centers and an ADA Knowledge Translation Center which provide ADA information, training and technical assistance across the nation.

Next page: Voluntary Self Identification of Disability Example

### Voluntary Self-Identification of Disability

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. *Disabilities include, but are not limited to:*

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

**Please select one of the options below:**

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.