

The Power of Workplace Accommodations

With Insights from
Matthew McCord,
Job Accommodation
Network

How accommodations help people with disabilities succeed at work



What Is a Workplace Accommodation?

A workplace accommodation is a change in how something is normally done to help an employee meet their needs and succeed at work.



Common Workplace Accommodations



Flexible Schedules



Extra Breaks



Modified Job Duties



Task Swapping W/
Coworkers



Eating/drinking Policy
Exceptions



Time for Medical
Appointments

1

Ask in plain language.
You don't need special words or form.

How to Request an Accommodation

2

Talk with your supervisor or HR.
Conversation, email, or letter all count.

3

Work together on a solution.
Accommodations are collaborative.

Fast Facts to Know

61%

of accommodations cost nothing



33%

cost about \$300 one-time

...and most accommodations are low cost, high impact!

Need help with accommodations?
Contact the Job Accommodation Network (JAN)
Free, confidential guidance for employees & employers