

# WORKPLACE ACCOMMODATION FAQ

## What are workplace accommodations?

Workplace accommodations are adjustments or modifications provided by an employer to enable employees with disabilities to perform their job duties effectively. These can include changes to the work environment, job duties, or work schedules.

## Who is eligible for work accommodations?

Employees with disabilities who need accommodations to perform their job duties are eligible. Disabilities can be physical, mental, or emotional, and must substantially limit one or more major life activities.

## How do I request an accommodation?

- Inform your employer or Human Resources department that you need an accommodation due to a disability.
- You may need to provide documentation from a healthcare provider.
- Discuss possible accommodations with your employer to find a suitable solution.

## What types of accommodations might be available?

Physical changes (e.g., ramps, ergonomic furniture)

Modified job duties or work assignments

Assistive technologies (e.g., screen readers, voice recognition software)

Adjustments to workplace policies

Flexible work schedules

## What if my accommodation request is denied?

If your request is denied, ask for a written explanation. You can:

- Discuss the denial with your employer to understand their reasoning.
- Provide additional documentation or suggest alternative accommodations.
- File a complaint with the Equal Employment Opportunity Commission (EEOC) or your state's human rights agency if you believe the denial is discriminatory.

## Can my employer fire me for requesting an accommodation?

No, it is illegal for an employer to retaliate against you for requesting an accommodation.

## Do I have to disclose my disability to my employer?

You only need to disclose your disability if you are requesting an accommodation. You do not have to provide detailed medical information; only enough to explain why the accommodation is needed.



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## When should I disclose my disability?

Some people do it during the interview process but most wait until they have been hired. Deciding when to disclose a disability can be a difficult decision as every situation is unique. Schedule an appointment with the career center to discuss your situation and make the best decision for you.

## How do accommodations impact fine artists?

Fine artists might need specific accommodations to support their creative work, such as:

Adaptive tools and equipment (e.g., ergonomic tools, special brushes)

Flexible deadlines to account for health-related needs

Adjustments to studio environments (e.g., better lighting, accessible workstations)

Access to digital tools and software that can assist with art creation

Assistance with physically demanding tasks (e.g., moving large canvases or sculptures)

## What resources are available to me?

- RISD Disability Support Services: <https://students.risd.edu/academic-support/disability-support-services>
- RISD Career Center: <https://careercenter.risd.edu/>
- Job Accommodation Network (JAN): <https://askjan.org/>
- Equal Employment Opportunity Commission (EEOC): <https://www.eeoc.gov/>
- Disability Rights Organizations in Your State

