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(Points to consider before, *Dis-  
closure in the Workplace*)



NOARC/CÉRNO

**NORTHERN ONTARIO  
ASSESSMENT AND RESOURCE  
CENTRE**

1400 Barrydowne Rd  
Sudbury, ON P3A 3V8  
Canada

(705) 560-1889 – TTY  
(705) 524-7397 – Telephone  
(705) 524-6779 – Facsimile  
[noarc-cerno@CambrianCollege.ca](mailto:noarc-cerno@CambrianCollege.ca)

**NORTHERN ONTARIO  
ASSESSMENT AND  
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## **Work Place Accommodations**

## **And How to Make Them Work**



## WORK PLACE ACCOMMODATIONS AND HOW TO MAKE THEM WORK

### What are reasonable accommodations?

Reasonable accommodations are changes made to the job duties or environment that help to ensure equal opportunity and enable a qualified person with a disability to apply for, or perform the job.

### Examples of reasonable accommodations that could enable a qualified person with LD to compensate for their challenges in the workplace might include:

- ♦ accessing assistive technology computers and specialized software
- ♦ providing additional time to learn new job tasks or to complete more complex tasks
- ♦ allowing for partitions to lessen distractions in the work area
- ♦ exchanging marginal or problematic job duties with another employee
- ♦ seating considerations within the workplace
- ♦ providing material in alternate formats, such as written instructions or instructions on tape

### How can reasonable accommodations be arranged?

- ♦ Competency statements focusing on the individual's strengths and weakness can be developed in consultation with a vocational or learning disability counselor
- ♦ If needed, a job coach from the Ontario Disability Support Program/Employment Supports can act as a liaison between the individual and the employer to set up accommodations.

### If I have a disability is it necessary to disclose?

- ♦ Generally speaking, one should disclose *when and if* an accommodation is needed. Disclosure is an individual choice. Your employer need not ever know you have a disability unless you need an accommodation.
- ♦ It is advisable to disclose the need for accommodations before job performance suffers and the employer/employee relationship has been strained.

