

# ADA IN A NUTSHELL

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## THE “TAKEAWAY” FOR MANAGERS™

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THE “TAKEAWAY”  
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# What Counts As a Disability?

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**Legally, a disability is present “when a physical or mental impairment physically limits one or more major life activities.”**

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**A covered disability may come and go (as with a disease in remission), and it doesn't have to be immediately apparent to others.**

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**The legal definition of “disability” doesn’t include temporary, minor conditions like a cold.**

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# What Counts As a Disability?

## THE TAKEAWAY

**A disability is a physical or mental impairment that limits one or more life activities.**

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# Reasonable Accommodation, the ADA at Work

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**The ADA requires employers to provide “reasonable accommodation,” that is, a reasonable adjustment or change in the way things are usually done, so that people with disabilities can apply for a job, or carry out the essential functions of the one they have.**

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**If providing accommodation would cause undue hardship to the employer because it is too difficult or expensive, the employer may decline to provide it.**

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**If an employee claims a disability that's not readily apparent, and asks for an accommodation, an employer can request that the employee provide information from his or her doctor to see if the impairment is covered by the ADA, and if so, what kind of accommodation would be helpful.**

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# Reasonable Accommodation, the ADA at Work

## THE TAKEAWAY

A small change can be a big help.

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# More Than a Disability

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**People with disabilities have interests, skills,  
etc., that have nothing to do with being  
disabled.**

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**Disabled people have the same rights and responsibilities as everybody else during the hiring process, training and promotion decisions, and any disciplinary action.**

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**Managers should treat disabled, and all,  
employees respectfully, focusing on  
commonalities rather than differences.**

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**More Than a Disability**

**THE TAKEAWAY**

**Focus on the person, not the  
disability.**



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# ADA Compliance and Documentation

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**If you're uncertain about how to handle a particular situation with a disabled applicant or employee, or the person invokes the ADA, say that you need to look into the appropriate way to proceed, and then check with HR.**

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**Write down requests for and implementation of any accommodation, and whether the accommodation was successful. Document submitted medical information, whether the employee’s needs should be considered reasonable or an undue hardship for the organization, and why.**

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**Your records should be specific, noting dates and times—and professional, focusing on the employee’s ability to perform the essential functions of the job.**

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# ADA Compliance and Documentation

## THE TAKEAWAY

Keep good records.

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