



ADA Compliance Guidelines for Supervisors

Objectives:

By the end of this workshop, participants will:

- Explain the supervisor's unique role in recognizing and responding to ADA "reasonable accommodation" requests
- Review components of a model ADA policy and procedures compliance program for handling ADA disability issues and employee accommodation requests
- State many of the 2009 changes to the ADA resulting from the ADA amendments act
- Participate in interactive discussions of "real life" ADA workplace situations



Summary

The Americans With Disabilities Act (ADA) and federal regulations (together with the 2009 ADA Amendments Act (ADAAA)) pose an often technical maze for employers trying to adjust their hiring practices and employment relationship with applicants and employees who may have physical or mental impairments requiring reasonable accommodation. This 3-hour training course provides supervisors/managers with a basic understanding of the ADA and ADAAA requirements at the interviewing/hiring, employment tenure and termination stages as those employment decisions may be affected by the physical and mental conditions of applicants/employees ability to perform the essential job requirements. "Need to know" topics such as defining "a person with a disability", establishing essential job functions and proper responses to accommodation requests are covered. This training course is highly interactive and attendees will be provided with "real life" training scenarios for discussion and solutions. Included in the training is a model protocol program (including policies, procedures and forms) for "best practice" responses by first line supervisors to accommodation requests. Recommended for Middle and Direct Line Supervisors/Managers who hire, manage and/or terminate employees.