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“Below is a list of resources to help any neurodivergent DU community member seeking information regarding workplace accommodations for the employee and the employer. There are various resources involving specific accommodation recommendations, how to ask for recommendations, your rights as a disabled person in the workplace, your employer's right to refuse non-reasonable accommodations and much more. This list is inclusive but not exhaustive and is meant as a beginning resource. If you have any other questions regarding your right to an accommodation, please contact the Career and Development Center here at DU, your local State Labor Offices, or the Department of Labor.”

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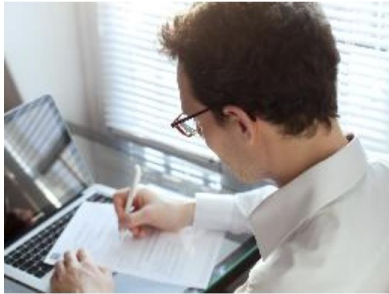
### **Accommodation Solutions for Individuals with Autism Spectrum Disorder (ASD)**

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- **SOAR** (Searchable Online Accommodation Resource)
  - This is a central database to search for accommodation by disability or type.
  - <https://askjan.org/soar.cfm>
- Accommodation Solutions for Individuals with **Autism**
  - This links directly to an article describing what an accommodation is, and how it may be implemented in the workplace. The Autism Research Institute wrote this article.
  - <https://autism.org/autism-workplace-accommodations/>
- Accommodation Solutions for Individuals with Autism by **Type: Limitation vs. work-related function**
  - This link is about accommodation solutions and compliance with workplace accommodations for ASD. This link provides specific workplace accommodation ideas by limitation and by work-related function. The detailed accommodation list is helpful for those looking for resources related to a specific area of concern. This article also poses important questions to consider when asking for accommodation.
  - [https://askjan.org/disabilities/Autism-Spectrum.cfm?cssearch=4494367\\_1](https://askjan.org/disabilities/Autism-Spectrum.cfm?cssearch=4494367_1)
- Accommodation Solutions for Individuals with **Executive Functioning Deficits**
  - “Executive functions are high-level mental processes or abilities that influence and direct more basic abilities like attention and memory. The term executive function describes a set of cognitive abilities that include the ability to plan, organize and strategize, pay attention to and remember details, start and stop actions, and form concepts and think abstractly.” This link provides a resource for various work accommodation descriptions, apps, products, or other helpful solutions for executive functioning concerns.
  - [https://askjan.org/limitations/Executive-Functioning-Deficits.cfm?csSearch=4514438\\_1](https://askjan.org/limitations/Executive-Functioning-Deficits.cfm?csSearch=4514438_1)
- **PEAT** (Partnership on Employment & Accessible Technology)
  - This is a resource that outlines your rights to accessible technology. “‘Accessible technology’ is a technology that can be used successfully by people with a wide range of functional abilities.” This technology is already accessible by design or is adapted to fit the needs of the individual. PEAT’s mission is to bring accessible technology to all workplaces and environments. This is a good resource for anyone who may need accessible technology in their workplace.
  - <https://www.peatworks.org/>

## Successful Accommodation stories from the Jan website:

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**An applicant on the autism spectrum applied for a research position with a chemical company.**

He has a verbal communication deficit, though can communicate through handwriting and by e-mail. The employer wanted to provide accommodations during the first stage interview, which involved answering questions from a three-person search committee. JAN suggested providing the questions in advance and allowing the applicant to furnish written responses during the interview.



**An employee on the autism spectrum works for a large marketing firm.**

Though knowledgeable in her field, she had difficulty participating in work activities with her team. JAN suggested job restructuring, which allowed her to work independently while providing information to her team electronically. This gave the employee the social distance she needed to be comfortable, yet also provided the team with information needed to move forward with marketing campaigns.



**A scientist on the autism spectrum was able to speak at times but also experienced episodes when she found it difficult to speak and needed to use a speech device or speech generating app.**

She was preparing to present her research at a conference. She pre-recorded audio to go with her slides and brought a tablet with a speech generating app with her in case she needed it during the question and answer portion of her presentation.

[Read less](#)

## PDF Guides (I would like to embed them)

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- **Employer's** Practical Guide: Reasonable Accommodation During the Hiring Process
- **Employee's** Practical Guide: Requesting and Negotiating Reasonable Accommodation Under the Americans with Disabilities Act (ADA)
- The JAN Workplace Accommodation Toolkit
  - "JAN's Workplace Accommodation Toolkit is a free, comprehensive online resource for employers seeking to move beyond basic compliance with the Americans with Disabilities Act (ADA) in order to create more disability-inclusive workplaces."
  - <https://askjan.org/toolkit/>

## List of Resources by Name

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- ADA.gov

- “From answers to common questions to official legal documents, ADA.gov has everything you need to understand your rights and responsibilities under the ADA.”
- Americans with Disabilities Act Amendments of 2008
  - Provides the most up-to-date Amendments to the Americans with Disabilities Act.
  - <https://www.eeoc.gov/statutes/ada-amendments-act-2008>
- Department of Labor
  - Mission: “To foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.”
  - [www.dol.gov](http://www.dol.gov)
    - Office of Disability Employment Policy
      - <https://www.dol.gov/agencies/odep/about>
- Colorado State Labor Office
  - Joe Barela Executive Director Department of Labor and Employment
  - 633 17th St  
Suite 201  
Denver, CO 80202-3660
  - Phone: 303-318-8441  
Fax: 303-318-8400
  - Email: [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us)
- Job Accommodation Network
  - Mission: “The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues.”
  - <https://askjan.org/index.cfm>
- U.S. Equal Employment Opportunity Commission
  - Mission: “Prevent and remedy unlawful employment discrimination and advance equal opportunity for all in the workplace.”
  - <https://www.eeoc.gov/>
    - Employment rights as an individual
      - <https://www.eeoc.gov/laws/guidance/your-employment-rights-individual-disability>
    - File a complaint
      - <https://www.eeoc.gov/filing-charge-discrimination>

### **Common Q&A’s related to employment accommodations answered by the EEOC.**

#### **Q. Should I tell my employer that I have a disability?**

A. If you think you will need a reasonable accommodation in order to participate in the application process or to perform essential job functions, you should inform the employer that an accommodation will be needed. Employers are required to provide reasonable accommodation only for the physical or mental limitations of a qualified individual with a

disability of which they are aware. Generally, it is the responsibility of the employee to inform the employer that an accommodation is needed.

**Q. Is an employer required to provide reasonable accommodation when I apply for a job?**

A. Yes. Applicants, as well as employees, are entitled to reasonable accommodation. For example, an employer may be required to provide a sign language interpreter during a job interview for an applicant who is deaf or hearing impaired unless to do so would impose an undue hardship.

**Q. Do I have to pay for a needed reasonable accommodation?**

A. No. The ADA requires that the employer provide the accommodation unless to do so would impose an undue hardship on the operation of the employer's business. If the cost of providing the needed accommodation would be an undue hardship, the employee must be given the choice of providing the accommodation or paying for the portion of the accommodation that causes the undue hardship.

**Q. Can an employer lower my salary or pay me less than other employees doing the same job because I need a reasonable accommodation?**

A. No. An employer cannot make up the cost of providing a reasonable accommodation by lowering your salary or paying you less than other employees in similar positions.

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