

## **Reasonable Accommodations and Onboarding Process**

The purpose of an onboarding process is to smoothly integrate new employees into their positions and organizational culture. Part of that process should include addressing reasonable accommodation issues for new employees who may happen to have a disability.

Reasonable accommodation is required by the Americans with Disabilities Act and means any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities, including such things as modifications to a job application process, enhancements to a work space or equipment, and any other benefits and privileges that other employees without disabilities are entitled to.

When corresponding with an individual who has accepted a job offer, make sure they know that they can and should ask for any accommodations if they know or think they may need one. Share with them your desire to facilitate a smooth transition and explain that you can implement effective reasonable accommodations if necessary. Be prepared to describe the office location and the type of equipment that will be provided.

The following resources are available for your use and we encourage you to review all materials relating to the new hire onboarding process and regarding employees with disabilities:

- Reasonable Accommodation Request Form  
<http://agrilifeas.tamu.edu/library/pdf/diversity/reasonable-accommodation-form.pdf>
- <http://agrilifeas.tamu.edu/hr/supervisor-toolkit/new-hire-process/index.php>
- <http://agrilifeas.tamu.edu/hr/diversity/people-with-disabilities/index.php>

A willingness to implement accommodations as part of our culture will help us successfully onboard new employees!