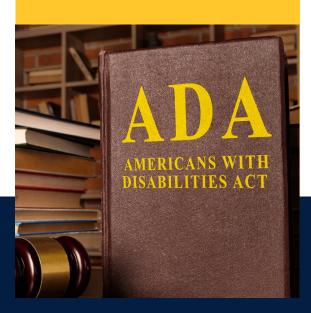


#### DISCLOSING DISABILITIES TO EMPLOYERS

#### **TAKEAWAYS**

- Disclosure is not required unless seeking accommodation
- There's no one right way to let your supervisor know
- An employer cannot disclose your private information to others



## Understanding ADA compliance

The <u>Americans with Disabilities Act</u> states that people with disabilities must be treated fairly.

People with disabilities are protected from discrimination by federal law.

The protections include everyday activities such as: the purchase of goods and services, participation in state and federal programs, as well as employment opportunities, according to <u>ADA.gov</u>.

This federal law covers ETSU students with disabilities seeking financial aid through the student work program.

According to the <u>Transition</u> <u>Tennessee fact sheet</u>, a person with a disability may make a request to an employer to help them while on the job.

Please also be sure to <u>register with ETSU Disability Services</u>.





## Requesting an accommodation

If and when to disclose an accommodation is a very personal decision. The disclosure can occur at any point from the application process to when you are on the job.

If you choose to disclose a disability to a current or future employer, here are some ideas for how to get the conversation going:

#### Prior to being hired:

- · Send a letter with application
- · Disclose during the interview
- Note on application if prompted

#### After being hired:

- · Request an in-person meeting
- · Set up a Zoom meeting
- · Send an email
- Make a phone call

# Do I have to inform an employer of a disability?

It is not required to disclose a disability unless you're seeking an accommodation.

Applicants should assess tasks expected of them before applying and determine if job-related tasks can be performed with or without requesting accommodations.

Sometimes this determination can be made by reading a job description while other times it may not be able to be determined until an employee is on the job.

Workplace accommodations can be made informally in-house, but others

require a letter of accommodation from Disability Services.

For more information about ETSU's workplace accommodations, reach out to <u>Disability Services</u> by calling 423-439-8346 or by e-mail at disabilityservices@etsu.edu. The office is located in room 390 of the D.P. Culp Student Center.

For questions specific to the ETSU student work program, reach out to the contact below.



### **SARAH MILLER**

(she/her, they/them)

#### **Student Employment Coordinator**

Sarah has served with ETSU's Office of Financial Aid and Scholarships for 8 years and is the main point of contact for all student workers.

Phone: 423-439-6935

Email: shankssa@mail.etsu.edu

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