

# 504 Accommodations in the Workplace

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## What are 504 Accommodations?

STEMMING FROM THE 1973  
REHABILITATION ACT, A 504  
ALLOWS REASONABLE  
ACCOMMODATIONS FOR  
INDIVIDUALS WITH DISABILITIES



These accommodations look to create equal access and opportunity across all employers!

# HOW TO GET ACCOMMODATIONS



## Starting the process:

Inform your direct supervisor or human resources department to initiate the process of obtaining accommodations. The form below must also be submitted to your employer. Employers **MUST** respond to the request.

ACCOMMODATION FORM  
(New Jersey)

## Examples of interruptions that may warrant accommodations:

- Appointment for said disability
- Flare-ups of a chronic illness
- Mental health episodes
- Fatigue (cognitive or physical)
- Mobility or sensory limitations



Employees are eligible for these accommodations if their classified disability interrupts an essential function for the employee in the workplace. Accommodations include:

- Adjustments made to equipment used by the employee
- Changing job tasks
- Modified work hours
- Creating an accessible environment

# REQUIREMENTS OF WORKPLACE ACCOMMODATIONS



## The Employee Must Have:

1. A physical or mental impairment that limits one or more major life activities
2. A record of such impairment in the past or was misclassified with an impairment

## ADA requirements for Employers:

1. Ensuring equal opportunity during the applications process
2. Enables a qualified individual with a disability to perform the essential functions of a job
3. Making it possible for an employee with a disability to enjoy equal benefits & privileges of employment



Once a request for reasonable accommodations is submitted the employer MUST respond expeditiously or be subject to questioning regarding delays.

This period can range from 10-15 business days but no legal timeframe is established.



# IF ACCOMMODATIONS ARE NOT MET

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If the employer cannot located a funded, vacant position or appropriately accommodate the individual, the Department of Treasury will begin a 60 day search for an appropriate position.



## Exceptions:

If the Department of Treasury deems the accommodations to be an undue hardship on both them and the employer.

(Significant difficulty or expense required to make accommodations)

More information on reasonable accommodations can be accessed [HERE!](#)