

**COMMON ACCOMMODATIONS  
FOR FUNCTIONAL LIMITATIONS IN THE WORKPLACE**

<b>Functional Limitation</b>	<b>Examples of Possible Accommodations</b>
<b>Difficulty Regulating Attention</b>	<ul style="list-style-type: none"> <li>● Visual or auditory reminders</li> <li>● Written instructions</li> <li>● Use of an audio recorder</li> <li>● Use of a timer</li> <li>● Modified break schedule</li> </ul>
<b>Distractibility</b>	<ul style="list-style-type: none"> <li>● Allow flex-time to adapt to most productive work hours- for example, beginning work an hour early</li> <li>● Working at home part-time</li> <li>● Noise-cancelling headphones or white noise machine</li> <li>● Distraction reduced environment such as individual office space</li> <li>● Locate employees office away from distractions</li> <li>● Reduce clutter in work spaces</li> </ul>
<b>Impulsivity</b>	<ul style="list-style-type: none"> <li>● Partner with a co-worker on larger projects</li> <li>● Create a timeline (divide the project into steps and give due dates for each step)</li> <li>● Schedule times to work on projects (block off time for the employee to work on specific projects)</li> </ul>

Functional Limitation	Examples of Possible Accommodations
<p><b>Hyperactivity</b></p>	<ul style="list-style-type: none"> <li>● Movement breaks</li> <li>● Use of a fidget or stress ball</li> <li>● Working from home</li> </ul>
<p><b>Time Management</b></p>	<ul style="list-style-type: none"> <li>● Use calendar alerts or alarms</li> <li>● Divide larger tasks into smaller more manageable steps</li> <li>● Staggered deadlines</li> <li>● Use a large wall calendar</li> <li>● Provide checklists</li> <li>● Allow apps and/or assistive technologies that help with time-management</li> <li>● Written instructions and/or prompts</li> <li>● Avoid assigning tight deadlines wherever possible</li> <li>● Discuss the best way to give feedback during times of pressure</li> </ul>
<p><b>Task Management</b></p>	<ul style="list-style-type: none"> <li>● Log tasks into calendar or write them down in a notebook, create checklists</li> <li>● Use an agenda</li> <li>● Use of reminders and alerts</li> <li>● Provide follow-up meeting and/or instruction with an email</li> <li>● Allow recording of instructions and messages</li> <li>● Provide extra time to complete tasks when necessary</li> </ul>

Functional Limitation	Examples of Possible Accommodations
<p><b>Organization and Prioritization</b></p>	<ul style="list-style-type: none"> <li>● Use colour coding system</li> <li>● Allow supervisor, mentor or job coach to support with prioritizing tasks</li> <li>● Provide a “cheat sheet” of high-priority activities, project etc.</li> <li>● Provide samples of work at various stages</li> <li>● Create checklists</li> </ul>
<p><b>Abstract Thinking</b></p>	<ul style="list-style-type: none"> <li>● In interviews ask closed rather than open-ended questions</li> <li>● Do not ask metaphorical questions</li> <li>● Avoid hypothetical/abstract questions in favour of questions about the person’s past experiences</li> <li>● Use visuals and concrete examples to explain abstract concepts</li> <li>● Allow employee/interviewee to ask clarifying questions</li> </ul>
<p><b>Speaking and Communicating</b></p>	<ul style="list-style-type: none"> <li>● Provide advanced notice of topics that will be discussed in meetings</li> <li>● Provide advanced notice if the employee will be required to speak in meeting</li> <li>● Allow written response in lieu of oral response</li> <li>● Allow employee to use EA, mentor, or trusted colleague for support</li> </ul>
<p><b>Atypical Body Movements or Self-Stimulating Behaviours</b></p>	<ul style="list-style-type: none"> <li>● Provide breaks for movement and space for employee to engage in movements that provide sensory input or have calming effects</li> <li>● Allow employee to use hand-held squeeze balls or other items that provide sensory input or calming effects</li> <li>● Set clear expectations</li> </ul>

<b>Functional Limitation</b>	<b>Examples of Possible Accommodations</b>
<b>Sensory Sensitivities</b>	<ul style="list-style-type: none"> <li>● Allow alternatives to fluorescent lights- low lighting, natural light, lamps etc.</li> <li>● Noise cancelling headphones</li> <li>● Allow music on headphones</li> <li>● Provide a scent free workplace</li> </ul>
<b>Stress Management</b>	<ul style="list-style-type: none"> <li>● Provide praise and positive reinforcement</li> <li>● Refer to EAP</li> <li>● Allow the employee to make phone calls for support</li> <li>● Provide sensitivity training for workforce</li> <li>● Allow presence and use of support animal</li> <li>● Modified work schedule</li> <li>● Explore different methods of communication</li> <li>● Flexible schedule</li> <li>● Working from home</li> </ul>
<b>Structure and Routine</b>	<ul style="list-style-type: none"> <li>● Plan for unexpected changes</li> <li>● Have a back up plan for when meetings are cancelled or work is finished early</li> <li>● Ensure changes to routine and expectations are communicated clearly and in advance</li> </ul>

<b>Functional Limitation</b>	<b>Examples of Possible Accommodations</b>
<b>Reading Social Cues and Rules</b>	<ul style="list-style-type: none"><li>● Set clear expectations and ensure these are clearly communicated</li><li>● Use visual charts and clear descriptions of roles and reporting structure</li><li>● Review conduct policy with employee</li><li>● Use concrete examples</li><li>● Ask the employee to repeat back what they understood</li><li>● Provide timely and ongoing feedback</li><li>● Use role-play scenarios</li><li>● Use training videos</li><li>● Ensure all employees are using appropriate social skills in the workplace</li><li>● Define clear boundaries and limitations for working relationships</li><li>● Define clear and measurable expectations for respect in the workplace</li><li>● Define how success will be measured (such as no critical comments in team meetings, no outbursts, etc.)</li><li>● Allow the option of not attending social functions with work employees</li><li>● Provide training social support and conflict resolution to all staff</li></ul>

<b>Functional Limitation</b>	<b>Examples of Possible Accommodations</b>
<b>Following Instruction</b>	<ul style="list-style-type: none"><li>● Provide a written list of instructions</li><li>● Check for understanding by having individual repeat instructions back to you</li><li>● Remove distractions where possible</li><li>● Break down instructions into steps or smaller tasks</li><li>● Provide a demonstration or visual where possible</li><li>● Record directions and instructions</li></ul>
<b>Reading</b>	<ul style="list-style-type: none"><li>● Request that tasks be orally presented to you rather than written down</li><li>● Provide alternate formats, such as audio or video</li><li>● Provide text-to-speech software</li><li>● Provide a quiet work environment</li><li>● Allow for extra time to complete tasks</li><li>● Provide a <a href="#">reader</a></li></ul>
<b>Memory</b>	<ul style="list-style-type: none"><li>● Provide memory aids</li><li>● Calendars</li><li>● Reminders applications</li><li>● Text or email alerts</li><li>● Flow charts</li><li>● Audio recordings</li><li>● Provide a copy of meeting notes</li><li>● Provide written instructions</li></ul>

Functional Limitation	Examples of Possible Accommodations
<p style="text-align: center;"><b>Behavioural</b></p>	<ul style="list-style-type: none"> <li>● Provide a job coach, mentor, or counsellor</li> <li>● Service animal</li> <li>● Set clear expectations</li> <li>● Model appropriate behaviour</li> <li>● Awareness/etiquette training</li> <li>● Job restructuring</li> <li>● Modified break schedule</li> <li>● Use positive feedback wherever possible</li> <li>● Working from home</li> <li>● Explore different methods of communication</li> </ul>
<p style="text-align: center;"><b>Communication</b></p>	<ul style="list-style-type: none"> <li>● Allow questions to be submitted online</li> <li>● Record verbal instructions</li> <li>● Provide examples and scripts</li> <li>● Prepare employees for meetings and conversations by offering written agendas and setting expectations ahead of time</li> <li>● Allow written response in lieu of oral responses</li> <li>● Allow extra time to process and formulate a response</li> <li>● Use visuals, for example slideshows or diagrams</li> <li>● Check for understanding</li> </ul>

Functional Limitation	Examples of Possible Accommodations
<p><b>Spelling</b></p>	<ul style="list-style-type: none"> <li>● Allow the use of a dictionary and/or thesaurus</li> <li>● Allow spell-checking applications such as Grammarly</li> <li>● Allow for extra time to complete tasks</li> <li>● Allow use of a word processor</li> </ul>
<p><b>Writing</b></p>	<ul style="list-style-type: none"> <li>● Provide a <a href="#">scribe</a></li> <li>● Provide speech-to-text software</li> <li>● Request to complete tasks in alternative formats, such as audio or in-person</li> <li>● Allow for extra time to complete tasks</li> <li>● Allow use of a word processor</li> </ul>
<p><b>Math</b></p>	<ul style="list-style-type: none"> <li>● Allow the use of a calculator</li> <li>● Provide a quiet working environment</li> <li>● Provide tables and charts of common measurements</li> <li>● Allow for extra time to complete tasks</li> </ul>
<p><b>Decision Making</b></p>	<ul style="list-style-type: none"> <li>● Create a decision-tree template to assist with problem solving or analytical thinking</li> <li>● Have regular check-ins during the decision making process</li> <li>● Create a list of situations that may require reaching out for assistance</li> </ul>
<p><b>Time Pressure</b></p>	<ul style="list-style-type: none"> <li>● Review assigned tasks to establish a reasonable amount of time required for completion</li> <li>● Create frequent check-in opportunities</li> <li>● Define clear priorities</li> </ul>



<b>Functional Limitation</b>	<b>Examples of Possible Accommodations</b>
<b>Limited Mobility and/or Chronic Pain</b>	<ul style="list-style-type: none"> <li>● Provide accessible work spaces and work locations</li> <li>● Modify tasks to reduce pushing, pulling, lifting, and reaching</li> <li>● Allow for seated work when necessary/limit periods of standing</li> <li>● Allow use of a standing desk</li> <li>● Allow the use of or provide assistive technology</li> <li>● Modified work hours/days</li> <li>● Modified or different duties</li> <li>● Allow working from home where possible</li> <li>● Allow the use of or provide heating pads and/or ice packs</li> <li>● Allow use of electric heating pads and/or massagers</li> </ul>
<b>Attention to Detail</b>	<ul style="list-style-type: none"> <li>● Reduce distractions in the physical environment</li> <li>● Provide additional training</li> <li>● Allow for extra time to complete tasks</li> <li>● Allow short breaks whenever concentration declines to improve focus</li> <li>● Create checklists to help ensure quality control</li> <li>● Allow for exchange of tasks to benefit from the strengths of each employee</li> </ul>
<b>Stamina/Fatigue</b>	<ul style="list-style-type: none"> <li>● Provide ergonomic equipment and/or anti-fatigue matting</li> <li>● Flexible schedule</li> <li>● Modified break schedule/frequent breaks</li> <li>● Working from home</li> </ul>

Functional Limitation	Examples of Possible Accommodations
<p><b>Stress Management</b></p>	<ul style="list-style-type: none"> <li>● Offer increased learning, re-learning, or training time</li> <li>● Allow modifications of the physical environment (such as reduced lighting, noise, clutter, etc.)</li> <li>● Allow flexibility in work schedule (such as modified start and end times, gradual return to work, frequent breaks, etc.)</li> <li>● Create frequent check-in opportunities</li> <li>● Allow for exchange of tasks to maintain work balance</li> <li>● Consider requests for some or all of work to be done at home</li> <li>● Discuss ways of providing potentially anxiety-provoking instruction and feedback</li> <li>● Provide increased support in anxiety-provoking situations</li> <li>● Allow employee to make phone calls for support</li> <li>● Allow presence and use of support animal</li> <li>● Allow reasonable time off to attend counselling sessions or medical appointments</li> <li>● Respect identified triggers and consider making accommodations to reduce exposure to triggers</li> </ul>
<p><b>RESOURCES</b></p> <p>Autism Speaks. (2018, 08). <i>Accommodations on the Job</i>. <a href="https://www.autismspeaks.org/tool-kit-excerpt/accommodations-job">https://www.autismspeaks.org/tool-kit-excerpt/accommodations-job</a></p> <p>Bernhardt, H. (2017, 02). <i>ADHD Workplace Accommodations and Strategies</i>. CADDAD: Centre for ADHD Awareness, Canada. <a href="https://caddac.ca/adhd/wp-content/uploads/2017/02/workplace-accommodations.pdf">https://caddac.ca/adhd/wp-content/uploads/2017/02/workplace-accommodations.pdf</a></p>	

Center for Autism Research. (n.d.). *Workplace Accommodations and Supports for Autistic Individuals*.

<https://www.carautismroadmap.org/workplace-accommodations-and-supports-for-individuals-with-asd/?print=pdf>

Job Accommodation Network. (n.d.). *Autism Spectrum*. <https://askjan.org/disabilities/Autism-Spectrum.cfm>

National Disability Authority. (2014, 10). *Reasonable Accommodations for people with Autism Spectrum Disorder*.

<https://drive.google.com/file/d/15JafFY-5pOgeyr6AeHRAR4SiHaor9uCa/view?usp=sharing>

Simler, C. (2020, 07). *30 Examples of Workplace Accommodations you can put into Practice*. Understood.

<https://www.understood.org/en/workplace/rights-at-work/reasonable-workplace-accommodation-examples>

Workplace Strategies for Mental Health. (2021, 02). *Accommodation Strategies*.

<https://www.workplacestrategiesformentalhealth.com/resources/accommodation-strategies>