

learning disabilities



Presentation:
Learning Disabilities in the Workplace
Day, Month, Year
Hemisphere Room
Hale Library

8:30 am - 10:00 am, Part I. Awareness.

10:00 am – 10:15 am Refreshments
Muffins, Coffee, opportunity to view displays

10:15 am – 11:30 am, Part 2. Accommodation.

11:30 am – 12 noon, Wrap up.

Sponsored by:
K-State Libraries and Members of ADAPT
(Americans with Disabilities Act Programs Team)

Learning Disabilities in the Workplace

**LD Awareness Presentation for
Supervisors**

**Sponsored by the Americans with
Disabilities Act Programs Team (ADAPT)**

Learning Disabilities in the Workplace

- Part 1 Awareness of Learning Disabilities in the Workplace.
- Part 2 Accommodations of Learning Disabilities in the Workplace.

Objectives of Part 1 - Awareness

By the end of Part 1, you will be able to:

- Identify a working definition of LD
- Recognize the characteristics of workers with LD that relate to workplace skills
- Identify legal rights of workers with LD
- Determine essential functions of a job
- Identify responsibilities of supervisors

DEFINITION OF LEARNING DISABILITIES

Write YOUR definition of a learning disability.

Learning Disability *n.* (*Abbr.* LD)

A learning disability is a lifelong disorder which affects the manner in which individuals with average, above average or gifted intelligence select, retain and express information.

Incoming or outgoing information may become scrambled as it travels between the senses and the brain.

Source: Learning Disabilities Association of Kansas

Major Components of Learning Disabilities

- General term for a heterogeneous group of disorders
- Manifested by significant difficulties in listening, speaking, reading, writing, or math
- Part of the person's makeup (i.e. they will not go away)
- Presumed to be a dysfunction of the central nervous system

Major Components of Learning Disabilities

- May be discovered across the life span
- May RESULT in problems with behavior, social perceptions, and social interactions (but these problems are not the disability)
- NOT the result of other disabilities such as loss of sight, hearing, lack of intelligence, or lack of schooling

Source: ED 480 446

Common Challenges of Successful Adults with Learning Disabilities

- Almost all experienced significant difficulty learning in school
- Many never did learn to read, write, spell, or compute particularly well
- Social skills were either a strength or an area of need

Common Challenges of Successful Adults with Learning Disabilities

- Dealing with LD is a daily task
- Felt vulnerable because of differences in learning
- Self-esteem tended to deteriorate when LD went undiagnosed

Source: ED 480-446

Problems On the Job for Workers with Learning Disabilities

- **Inefficiency:** It can take a worker with LD longer than others to do the same task.
- **Errors:** Some adults with LD frequently make mistakes. The only way for them to keep from making errors is to be careful and to go slowly. This may cause decreased productivity.
- **Accident proneness:** Some adults with LD are easily startled. Those with visual perceptual problems often bump into things.

Problems On the Job for Workers with Learning Disabilities

- **Difficulty with academic skills:** This includes trouble in making change, filling out order forms, reading instructions, and writing memos.
- **Problems in learning a sequence of tasks:** Supervisors often report that it takes longer to train workers with LD.

Problems On the Job for Workers with Learning Disabilities

- **Time Management:** Some persons with LD have trouble being on time, and they may either arrive late to work and work-related meetings or overcompensate by arriving extremely early. They may also have difficulty meeting deadlines.
- **Social skill problems:** Social skills and good relationships with co-workers, supervisors, and customer/clients are critical to effective job performance and may present difficulties for persons with LD.

Source: ED 480 446

3 Laws that Guarantee the Rights of People with Learning Disabilities

- **Individuals with Disabilities Education Act (IDEA)** of 1997 (PL 105-17) provides for special education and related services for children and young people with disabilities up to their 22nd birthday. The IDEA provides for a Free Appropriate Public Education (FAPE) and for an Individualized Education Program (IEP).
- **Section 504 of the Rehabilitation Act (PL 93-112)** of 1973 prohibits discrimination against children and adults with disabilities. It guarantees that persons with disabilities have equal access to programs and services that receive federal funds. This includes public and private schools and colleges. It also applies to employers who receive federal funds.
- **Americans with Disabilities Act (ADA)** of 1990 (PL 1-1-36) protects children and adults with disabilities from discrimination in employment, public, and privately-operated settings. The law applies to all public and most private schools and colleges, testing institutions, and licensing authorities. It also applies to state and local governments and to private employers with 15 or more employees.

Source: http://www.nclld.org/livingwithld/legal_home.cfm

Qualified Individual with a Disability

An individual with a disability is qualified if s/he satisfies the requisite skill, experience, education, and other job-related job requirements of the position; and s/he can perform the essential functions of the position, with or without reasonable accommodation.

Source: Office of Affirmative Action, K-State

Essential Functions of a Job

Job duties that are so fundamental to the position that the individual holds or desires that s/he cannot do the job without performing them.

Source: Office of Affirmative Action, K-State

Factors to consider in determining if a function is essential include:

- **whether the reason the position exists is to perform that function**
- **the number of other employees available to perform the function or among whom the performance of the function can be distributed**
- **the number of employees in the job**
- **the degree of expertise or skill required to perform the function**

Factors to consider in determining if a function is essential include:

- the actual work experience of present or past employees
- the amount time spent performing a function
- the consequences of not requiring that an employee perform a function
- the terms of a collective bargaining agreement

Source: <http://www.eeoc.gov/facts/ada17.html>

Definition of Disclosure

Disclosing in the workplace refers to telling employers and/or fellow co-workers about the learning disability - this is the most difficult decision employees or job candidates will make.

Source: ED 480 446

Disclosure can be made at any time in the job search process:

- On the preliminary job application
- During the job interview
- After the interview when offered the job
- After start of job, but before trouble

Disclosure can be made at any time in the job search process:

- After job performance problems have been identified
- Never

Source: <http://www.yorku.ca/cdc/ldp/downloads/should%20%20disclose%20my%20learning%20disability.pdf>

BREAK

15 minutes

Objectives of Part 2 - Accommodation

By the end of Part 2, you will be able to:

- **Identify legal responsibilities for accommodation in the workplace**
- **Suggest possible workplace accommodations**
- **Identify available resources**

Reasonable Accommodations

Modifications to the work environment, or to the manner or circumstances which the position is customarily performed, that enable a qualified individual with a disability to perform the job's essential functions; or modifications that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment.

Source: Office of Affirmative Action, K-State

Reasonable Accommodations

- do not include making changes in rules to make it easier for the person with LD to perform the work than for other employees
- should not create an "undue hardship" for the employer. It is not necessary to provide the most expensive accommodation, just one that will help the employee do what needs to be done.

Source: ED 480 446

Undue Hardship

Significant difficulty or expense incurred in light of such factors as:

- The accommodations net costs
- The employer's financial resources
- The employer's type of operation

Undue Hardship

- The accommodation's impact on other employees' ability to perform their duties and the facilities ability to conduct business.
- Collective bargaining agreements, if applicable.

Source: Office of Affirmative Action, K-State

Reasonable accommodations may include:

- **Acquiring or modifying equipment**
- **Job restructuring**
- **Part-time or modified work schedules**
- **Reassignment to a vacant position**

Reasonable accommodations may also include:

- **Adjusting or modifying training materials or policies**
- **Providing qualified readers or interpreters**
- **Making the work place readily accessible and usable**

Learning Disabilities in the Workplace

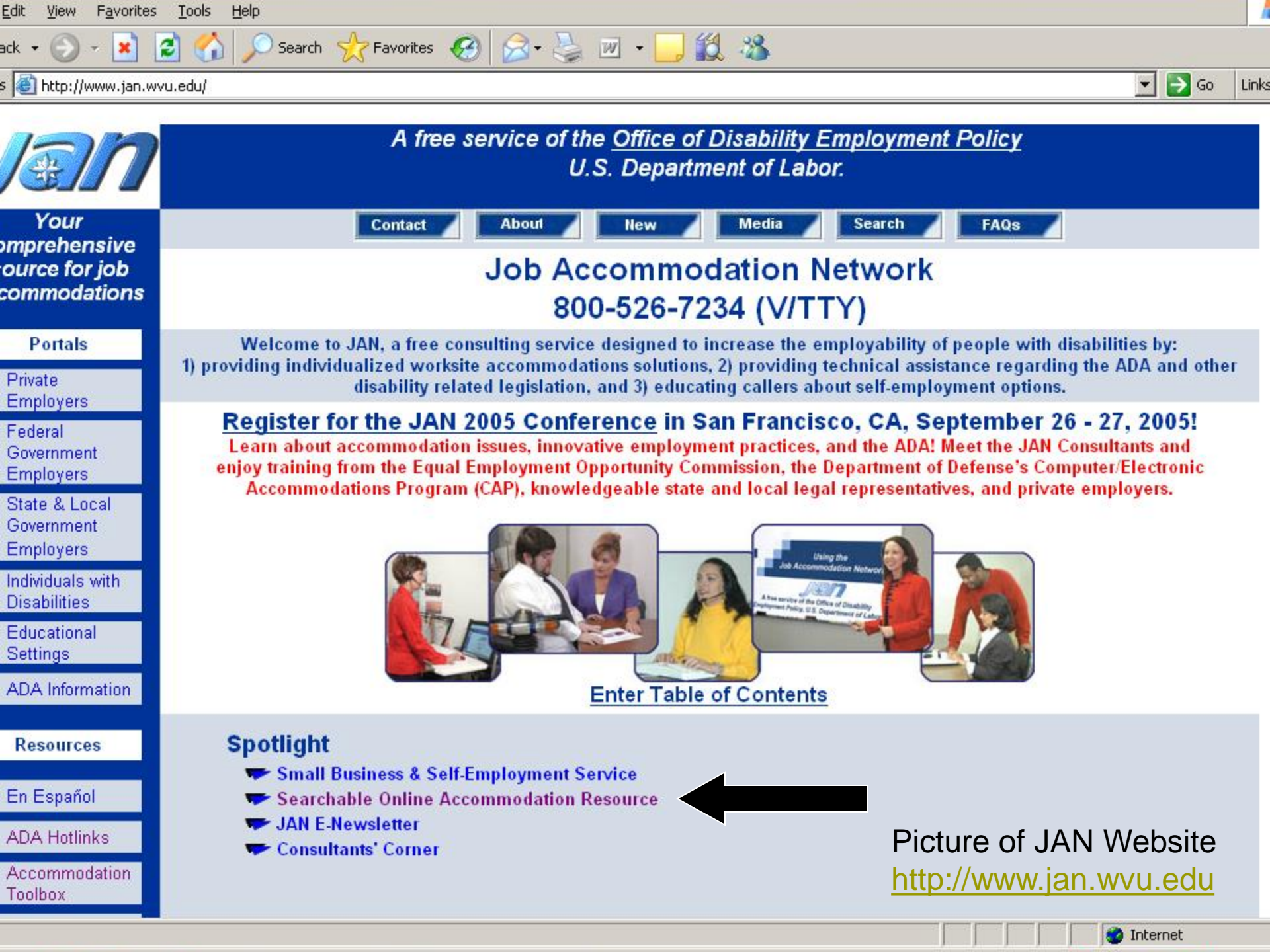
ADAPT LD Awareness Presentation for Supervisors

ACCOMMODATIONS EXERCISE

SITUATIONS were taken from actual cases reported to the Job Accommodation Network JAN

1. A custodian was assigned several duties and had trouble remembering. He also had difficulty reading the job postings.
2. A police officer had a learning disability and was diagnosed with an expressive writing disorder.

Source: ED 480 446/ <http://www.jan.wvu.edu>



A free service of the Office of Disability Employment Policy
U.S. Department of Labor.

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Job Accommodation Network 800-526-7234 (VITTY)

Welcome to JAN, a free consulting service designed to increase the employability of people with disabilities by:
1) providing individualized worksite accommodations solutions, 2) providing technical assistance regarding the ADA and other disability related legislation, and 3) educating callers about self-employment options.

Register for the JAN 2005 Conference in San Francisco, CA, September 26 - 27, 2005!
Learn about accommodation issues, innovative employment practices, and the ADA! Meet the JAN Consultants and enjoy training from the Equal Employment Opportunity Commission, the Department of Defense's Computer/Electronic Accommodations Program (CAP), knowledgeable state and local legal representatives, and private employers.



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 - ADA Hotlinks
 - Accommodation Toolbox

Spotlight

- Small Business & Self-Employment Service
- Searchable Online Accommodation Resource
- JAN E-Newsletter
- Consultants' Corner



Picture of JAN Website
<http://www.jan.wvu.edu>



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JAN's Accommodation Toolbox

▼ [JAN Publications](#) JAN offers numerous publications for free. For example, learn how to approach evacuation procedures, effective communication for individuals who are deaf or hard of hearing, ergonomics, and disability etiquette. JAN consultants distribute accommodation idea publications that address specific disabilities. Share their [Accommodation Ideas](#):



For a [Fact Sheet](#).



Accommodation Fact Sheet



Job Accommodations for People with Learning Disabilities and Attention Deficit Disorder

**Information from the Job Accommodation Network, a service of the
Office of Disability Employment Policy, U.S. Department of Labor**

DO YOU WANT TO BE AN LD LEGAL MILLIONAIRE?

DIRECTIONS: For each item below, circle the best answer(s). When you have completed the exercise and have been given the answer sheet, correct your responses and add up the amount of money you have won. At the bottom of the answer sheet, you will be able to find your LD financial status.

Source: ED 480 446

Resources Available for Supervisors at K-State

- **Training for Supervisors**
<http://www.ksu.edu/emplrel/>
- **Advice on ADA Matters**
<http://www.k-state.edu/affact/>

Reference List

Corley, M.A.; Tibetts, J. (2002). Learning Disabilities in the Workplace: A Professional Development Packet. Session 1 & 2. Office of Vocational and Adult Education & Literacy, Washington, D.C. (ERIC Document Reproduction Service No. ED 480 446)

Cornell Cooperative Extension. Comprehensive Guide to the Americans with Disabilities Act.

<http://staff.cce.cornell.edu/hr/diversity/ada/>

Fisher, Barbara C.; Beckley, Ross A. Description of ADD vs. ADHA

<http://www.ldpride.net/addsub-types.htm>

The Job Accommodation Network

<http://www.jan.wvu.edu/links/adalinks.htm>

LD Online

<http://www/ldonline.org>

Learning Disabilities Association of Kansas (LDAK)

<http://www.ldakansas.org/LearningDisabilities.htm>

National Center for Learning Disabilities. http://www.nclld.org/livingwithld/legal_home.cfm

U.S. Equal Employment Opportunity Commission. The ADA: Your Responsibilities as an Employer <http://www.eeoc.gov/facts/ada17.html>

York University, Toronto, Ontario. Learning Disabilities Program. <http://www.yorku.ca/cdc/ldp/downloads/should%20%20disclose%20my%20learning%20disability.pdf>

Wrap Up

- Questions?
- Please fill out the evaluation form
- Thank you for coming

**Learning Disabilities in the Workplace
LD Awareness Presentation
Sponsored by ADAPT**

Presentation Feedback Form		Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
1.	Was this presentation relevant to your interests?					
2.	Was your understanding of LD workplace issues improved by this presentation?					
3.	Was the presentation well organized?					
4.	Were the presenters prepared and knowledgeable about the subject?					
5.	Were the handouts useful?					

Additional Comments: