

Autism Accommodations Guide

Gaining and maintaining employment can be a challenge for auties, due to environmental and interpersonal barriers commonly found in the workplace. ADA workplace accommodations are adjustments made to the job, workplace environment, or selection process that enable individuals with disabilities to perform the essential functions of their job. These accommodations can range from providing physical or technological access to the workplace to making changes to job duties and expectations. In order to comply with the ADA, most employers must provide reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship.

This guide is meant for employees looking to ask their employer for disability accommodations to remove barriers to sustainability maintaining productivity. Accommodations often also contribute to employees' general well-being as removing barriers at work can have a tremendously positive effect on their ability to attend to their life outside of work.

It can be difficult to know what accommodations you might be able to ask for. On the next page, you will find a list of commonly requested accommodations for autistic employees. This list is just the tip of the iceberg when it comes to accommodations, but it is a good place to get started. You can use the next page to start a discussion with your employer about your workplace needs.

For more individualized support and guidance on workplace accommodations, please visit AllThingsAutie.com for information on coaching.

Accommodation Ideas

COMMUNICATION & LEARNING

- Allow preferred methods of communication (calls, text, email, messenger, etc.)
- Allow for written response to verbal communication
- Deliver new information (tasks, projects, reviews, policies, etc) in written form
- Allow for additional processing time
- Designated contact points for communication (specific colleagues or supervisors)
- Scheduled daily check-ins with supervisor during onboarding/training
- Provide advanced notice for changes
- Provide meeting agenda items in advance
- Provide clear parameters of communication/behavior expectations
- Provide timely and clear/constructive feedback
- Provide detailed/step-by-step description of tasks
- Allow for clarifying questions
- Supervisor assistance with prioritizing job tasks
- Help breaking down large projects into smaller tasks
- Assigning one project/task at a time
- Creating timeline for multiple overlapping tasks
- Provide deadlines for tasks/projects
- Provide guides/lists in visual formats

SENSORY & ENVIRONMENTAL

- Provide or allow noise-canceling headphones
- Provide private workspace
- Provide alternative lighting
- Provide or allow a white-noise machine
- Minimize noise in workspaces
- Provide or allow earplugs
- Provide or allow visual blockers or dividers
- Provide insulated curtains or panels
- Allow food and/or drink at the workstation
- Allow fidget items
- Allow "do not disturb" blocks of time and/or signage
- Allow employee to work from home

ADDITIONAL

- Flexible schedule
- Outcome-based measurements of work (vs. time-based)
- Remote working
- Allow employee to block-out times on schedule to create working-blocks
- Allow employee to have "do not disturb" time (could also utilize signage)
- Additional or longer breaks
- Time off for doctor visits or other urgent personal matters
- Supervisors, managers, and/or peers receive autism-inclusion education**
- Provide a job coach**
- Allow an advocate to be present during performance or accommodations reviews**

***Email Minna@AllThingsAutie.com for information on employer-provided autism-inclusion education & training, job coaching, and accommodations advocate.*