



Americans with Disabilities Act (ADA): A comprehensive, federal civil rights law that prohibits discrimination against people with disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

Apprenticeships: On-the-job training and related classroom instruction provides students with disabilities an opportunity to learn the practical and theoretical aspects of highly skilled occupations. Joint employer and labor groups, individual employers and employer associations sponsor apprenticeship programs.

Career academies: Schools create a personalized and supportive learning environment for students with disabilities by combining academic and career-related competencies organized into small learning communities.

Centers for Independent Living (CILs): CILs are cross-disability, nonprofit organizations that are designed and operated within a local community by individuals with disabilities. CILs provide an array of independent living services to people with disabilities and can assist your business with finding resources for employees with disabilities, such as accessible transportation and housing. CILs disseminate information about job postings and career fairs throughout the local disability community. By providing these services, CILs can be a source for identifying qualified people with disabilities who are eager to assume competitive, meaningful and integrated employment. CILs help individuals with disabilities get to work and obtain other supports they need to be successful in the workplace.

Disability: With respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Equal Employment Opportunity: An opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

Essential Functions of a Job: Essential function means the fundamental job duties of the employment position. *Confirmation as to whether a function is essential can include*: the position exists to perform the function, function requires significant time to perform, serious consequence of not performing this job function and written job description.

Functional Limitations: A functional limitation is the inability to perform an action or a set of actions, either physical or mental, because of a physical or emotional restriction.



Internships: While spending time in a business, industry or other organization, students with disabilities gain insight into and direct experience with different types of work environments. Internships can be paid or unpaid.

Interactive Process: A good faith communication process between the employer and employee to identify a reasonable accommodation that allows the employee to perform the job effectively. This is an ongoing obligation of the employer and should be documented in writing.

Job shadowing and mentoring days: These activities are designed to allow students with disabilities to “shadow” or observe workplace mentors as they go through a normal day on the job. Job shadowing and mentoring provide students with disabilities a realistic look at the workplace.

Medical Restrictions: Medical information that identifies functional limitations and accommodation issues to be addressed related to employee's job. Medical restrictions are defined by a physician based on the essential functions of the job as provided by the employer.

Non-Essential Functions/Marginal Tasks : Any function of the job which does not meet the test of essential.

Qualified Individual with a Disability: An individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Reasonable Accommodation: Any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

School-based enterprises: Tapping into entrepreneurial talents, students with disabilities organize into a group to produce goods or services for sale. Your success as a business leader places you in a position to offer advice to these future entrepreneurs.

Service learning: Students with disabilities expand their horizons by combining meaningful community service with academic learning, personal growth and civic responsibility.

Special Selection: A University process established to assist employees in remaining employed after becoming disabled. An employee who becomes disabled, and who meets various criteria, may be selected for a position which has not been publicized.

Transition Plan: Refers to a requirement that state and local governments employing 50 or more people plans detailing structural changes necessary to achieve program accessibility.

Trial Employment: A University process established to assist both departments and potential employees to test appropriateness of a position. The purpose of trial employment is to determine if the employee is capable of performing the essential duties of the position, with or without accommodation.



Vocational Rehabilitation: The VR program is a strong state-federal partnership that promotes the employment and independence of people with disabilities. The VR program, which began more than 85 years ago, was the first federally authorized program specifically created to serve the employment needs of people with physical disabilities<sup>1</sup> not injured as a result of military service. Today, on average, more than 200,000 people with disabilities find employment each year with the help of the VR programs in their states (U.S. Department of Education, 2005).

*For further information about any of these terms or definitions please visit:*

<http://www.jan.wvu.edu/LINKS/adaglossary.htm>

[http://hr.ucsb.edu/benefits/pdf/Voc\\_KeyTerms.pdf](http://hr.ucsb.edu/benefits/pdf/Voc_KeyTerms.pdf)

<http://www.ed.gov/about/offices/list/osers/products/employmentguide/disabilityemployment101.pdf>

