Benefits of hiring individuals with disabilities

Research shows that individuals with disabilities have high qualities and attributes demonstrated in the workforce. These consist of:

- Increased overall productivity
- Lower than average absenteeism
- Low turnover / High retention
- Positive work ethic
- Dedication to duties & employer

In addition to these personal qualities, individuals with disabilities also have an impact on the work environment including:

- Promotion of workforce diversity
- Positive corporate image
- Group motivation


Institutional Law & Inclusion

As of September 2013, the Office of Federal Contract Compliance Programs (OFCCP) requires employers to recruit, hire, promote and retain individuals with disabilities through affirmative action. While there are mandatory efforts through OFCCP, UC Riverside has been committed to diversity and campus inclusion, and will continue their efforts through human resources and department managers.

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Guidelines and Best Practices

Sponsored by:
What is considered a disability?

According to the Americans with Disabilities Act (ADA), individuals are considered to have a disability if they have:

- Physical Impairment—physiological disorder or condition, cosmetic disfigurement or anatomical loss impacting one or more body systems
- Mental Impairment—mental or psychological disorder

For a comprehensive list, please refer to the Human Resources site.

What is considered a reasonable accommodation?

According to the U.S. Equal Employment Opportunity Commission, a reasonable accommodation is “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.”

Top 5 Hiring Best Practices

#1 Reach out to community organizations that provide job search assistance for individuals with disabilities.

#2 When writing a job description, be specific about the essential job duties and requirements, including physical and mental requirements.

#3 During the initial contact with a candidate, make sure to include information on resources should a candidate require an accommodation during the interview process.

#4 At the time of the interview, it is important to be aware of what is appropriate and legal to ask the candidate. The following is a short list of examples:

Do Not Ask:

- Do you need reasonable accommodations for the interview?
- Do you have a heart condition?
- Have you ever filed for workers’ compensation?
- Do you have a disability which would interfere with your ability to perform the job?

Do ask:

- Are you able to perform the necessary job functions?
- Can you demonstrate or describe how you will perform the essential job functions?
- Are you able to meet the attendance requirements?

#5 Assess the candidate as you would any other candidate, strictly on the requirements and skills necessary to do the job. Hiring decisions should always be based on choosing the best candidate for the position.

If an accommodation is required for the candidate to perform the essential job duties, contact Human Resources to inquire about what resources are available.

Note: an employer cannot request a medical examination prior to making a job offer.

Disability Etiquette

- Ask before you help—never assume that an individual with a disability needs assistance
- Be sensitive about physical contact—avoid touching wheelchairs or canes
- Think before you speak—talk directly to the individual, not interpreter or aide
- Identify yourself to individuals who are blind—state your name and role, if appropriate
- Give your full attention—don’t nod if you did not understand an individual with a speech disability; ask individual politely to repeat themselves