



The Roadmap

A “Roadmap” that proactive employees can follow to assure that they are taking all the actions necessary to address the recruitment, hiring, retention, and advancement of individuals with disabilities in their organizations.



National Business
& Disability Council



Retaining Newly Identified Employees with Disabilities	<i>Target Date</i>	<i>Person Responsible</i>	<i>Completion Date</i>
1. Develop policies and procedures that facilitate the retention of employees who are newly diagnosed or have progressive disabilities. Include delegation of responsibilities. <hr/> <hr/>			
2. Utilize assistance through Employee Assistance Programs (EAPs), employee health areas and/or community resources. <hr/> <hr/>			
3. Involve the manager/supervisor in discussion and decisions. <hr/> <hr/>			
4. Implement all reasonable means of accommodation, such as job restructuring, flexible work schedules, and specialized equipment to retain employees experiencing a career change due to the onset of a disability or progressive disability. <hr/> <hr/>			

<p>5. If accommodations cannot be made for the current position, explore other options within your company. Consider lateral transfer, retraining, or reassignment to a vacant position.</p> <hr/> <hr/>			
<p>6. Provide supervisors/co-workers with information/education on working with people with disabilities, keeping in mind individual rights to privacy (see <i>Training, Accessibility, Reasonable Accommodation</i>).</p> <hr/> <hr/>			