



DISCLOSING DISABILITIES TO EMPLOYERS

TAKEAWAYS

- 1 Disclosure is not required unless seeking accommodation
- 2 There's no one right way to let your supervisor know
- 3 An employer cannot disclose your private information to others

Understanding ADA compliance

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The Americans with Disabilities Act states that people with disabilities must be treated fairly.

People with disabilities are protected from discrimination by federal law.

The protections include everyday activities such as: the purchase of goods and services, participation in state and federal programs, as well as employment opportunities, according to ADA.gov.

This federal law covers ETSU students with disabilities seeking financial aid through the student work program.

According to the Transition Tennessee fact sheet, a person with a disability may make a request to an employer to help them while on the job.

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Please also be sure to [register with ETSU Disability Services](#).

ADA
AMERICANS WITH
DISABILITIES ACT



EAST TENNESSEE STATE
UNIVERSITY

OFFICE OF
Financial Aid
& Scholarships



Requesting an accommodation

If and when to disclose an accommodation is a very personal decision. The disclosure can occur at any point from the application process to when you are on the job.

If you choose to disclose a disability to a current or future employer, here are some ideas for how to get the conversation going:

Prior to being hired:

- Send a letter with application
- Disclose during the interview
- Note on application if prompted

After being hired:

- Request an in-person meeting
- Set up a Zoom meeting
- Send an email
- Make a phone call

Do I have to inform an employer of a disability?

It is not required to disclose a disability unless you're seeking an accommodation.

Applicants should assess tasks expected of them before applying and determine if job-related tasks can be performed with or without requesting accommodations.

Sometimes this determination can be made by reading a job description while other times it may not be able to be determined until an employee is on the job.

Workplace accommodations can be made informally in-house, but others

require a letter of accommodation from Disability Services.

For more information about ETSU's workplace accommodations, reach out to [Disability Services](#) by calling 423-439-8346 or by e-mail at disabilityservices@etsu.edu. The office is located in room 390 of the D.P. Culp Student Center.

For questions specific to the ETSU student work program, reach out to the contact below.



SARAH SHANKS

(she/her, they/them)

Student Employment Coordinator

Sarah has served with ETSU's Office of Financial Aid and Scholarships for 8 years and is the main point of contact for all student workers.

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