



# Helping your employees

## Accommodations you can make to support your employees

*It can be difficult to know how to help your employees when they experience challenges in the workplace. We've created the following list that you can reference when any of your employees are experiencing the listed challenges. You can use the list of suggested accommodations to develop a specific plan to help your employee.*

Challenge	Possible solution
Employee is having difficulty handling their emotions.	<ul style="list-style-type: none"><li>• Give praise and positive reinforcement.</li><li>• Refer the employee to your Family Assistance Program (if applicable).</li><li>• Allow your employee to connect with treatment providers during work hours.</li></ul>
Employee is having attendance issues.	<ul style="list-style-type: none"><li>• Give flexible leave for health problems.</li><li>• Give the employee a self-paced workload.</li><li>• Discuss flexible hours.</li><li>• Give the employee a part-time work schedule.</li><li>• Allow employee to make up missed time outside of work hours.</li></ul>
Employee is experiencing fatigue or weakness.	<ul style="list-style-type: none"><li>• Schedule periodic rest breaks away from the workstation.</li><li>• Allow a flexible work schedule and flexible use of leave time.</li><li>• Allow the employee to work from home.</li><li>• Check to see if an ergonomic workstation design would help.</li></ul>

Challenge	Possible solution
Employee appears to have or advises of decreased cognitive capability.	<ul style="list-style-type: none"> <li>• Give the employee simple, straightforward tasks to help their memory and concentration. By doing so, your goal is to help them develop a sense of mastery over their job.</li> <li>• Ensure the employee's daily tasks are as predictable as possible.</li> <li>• Give the employee clear guidelines and instructions, possibly in writing.</li> <li>• Allow for flexibility with the pace of their work and timing of breaks.</li> <li>• Get the employee involved as part of the team. This could lower the employee's sense of loneliness or isolation.</li> </ul>
Employee appears to be struggling with stamina during the workday.	<ul style="list-style-type: none"> <li>• Give flexible scheduling (e.g. part-time work schedules, working from home during part of the day/week).</li> <li>• Allow the employee to take longer or more frequent breaks.</li> <li>• Give the employee extra time to learn new responsibilities.</li> <li>• Give the employee a self-paced workload.</li> </ul>
Employee has difficulty staying focused and maintaining their concentration.	<ul style="list-style-type: none"> <li>• Reduce distractions in the work area (e.g. let the employee use a space enclosure or private office to work in).</li> <li>• Increase natural or full-spectrum lighting in the workspace (if possible).</li> <li>• Allow frequent breaks.</li> <li>• Divide large tasks into small sub-tasks for the employee.</li> <li>• Restructure the job to include only essential functions.</li> <li>• Give clear, written job instructions to the employee whenever possible.</li> </ul>
Employee has a hard time staying on task.	<ul style="list-style-type: none"> <li>• Give memory aids, such as schedulers or organizers.</li> <li>• Encourage the employee to make daily to-do lists and check items off as they finish them.</li> <li>• Remind employee of important deadlines.</li> </ul>
Employee is having difficult with their memory.	<ul style="list-style-type: none"> <li>• Allow the employee to record meetings.</li> <li>• Give written minutes of each meeting.</li> <li>• Give the employee written instructions.</li> <li>• Allow extra training time.</li> <li>• Give written checklists.</li> <li>• Allow extra time to learn tasks.</li> </ul>
General accommodations ideas.	<ul style="list-style-type: none"> <li>• Meet with employee often to monitor effectiveness of changes.</li> <li>• Have a clear strategy/process for dealing with issues or conflict.</li> <li>• Consider a job coach – someone outside or within the agency that can help employees in the workplace.</li> </ul>

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