

# Workplace Accommodations



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## Attendance:

- ◆ Flexible scheduling, e.g., earlier or later starting time
- ◆ Modified break schedules
- ◆ Leave for therapy appointments
- ◆ Work from home, flex space
- ◆ Part-time, job sharing
- ◆ Not requiring work time outside of typical hours

## Concentration:

- ◆ Reduce distractions – sound panels, white noise, ear buds, music, and organizers to reduce clutter
- ◆ Increase natural lighting, use full spectrum lighting
- ◆ Allow lamps instead of fluorescent lights which make noise
- ◆ Modify way instructions and feedback are given, written versus auditory or record instructions
- ◆ Restructure job temporarily, focus on essential functions
- ◆ Assign one task at a time
- ◆ Divide larger tasks into smaller ones
- ◆ Provide written checklists
- ◆ Use color-coding schemes to prioritize tasks
- ◆ Use memory aids, email applications
- ◆ Use calendars with automatic reminders
- ◆ Allow extra time to learn tasks

## Emotional:

- ◆ Encourage use of stress management techniques
- ◆ Allow presence of a support animal
- ◆ Allow telephone calls to people who provide support
- ◆ Refer to EAP

## Fatigue:

- ◆ Flexible scheduling
- ◆ Goal-oriented workload
- ◆ Reduce workplace stress
- ◆ Allow for walks outside
- ◆ Provide a place for a rest period

## Co-Worker Interactions:

- ◆ Encourage employee to walk away from frustrating situations
- ◆ Provide opportunities for privacy
- ◆ Provide mental illness awareness training to coworkers and supervisors
- ◆ Meet regularly

## When it's a Family Member:

- ◆ Treat like other illnesses - may need time off to take loved one to treatment
- ◆ Refer to EAP
- ◆ Refer to NAMI classes and support groups