



Ask Your Boss For Help



The **Inclusive** Workplace

Your manager (“boss”) is responsible for making sure you do your job well. They are also responsible for providing help if you need it.

You can ask your boss for different kinds of help.

Here is information about the kinds of help you can ask for. Learn about adjustments (“accommodations”) and how to ask for them.

Get the support you need so you can be happy and successful at work.

Important: *The material here is for general information purposes only. It is not legal advice.*

Training and Guidance

Do you need more training to learn or improve skills for your job? Do you need advice to help you work well with a coworker?

These are examples of things your manager can help with. They can help you or they can find someone to help you.

Your job coach (if you have one) can help you. Or they can support you to ask your manager.

Try to be specific about the help you need. Tell your manager how this will help you do well at work.

What are “Accommodations”?

Accommodations are adjustments that your employer can make to help you do your job. The law in Canada says your employer has to provide these adjustments.

Sometimes an employer can be excused from making these accommodations . But they have to prove that the accommodations would cost too much or make their business unsafe.

You can get accommodations if you work on-site. You can get accommodations if you work from home too.



If You are Working Onsite

Onsite accommodations could be changes to your work area. An example would be moving your desk near a window with natural light, if the fluorescent light bothers you.

They could be equipment or technology too. An example would be noise cancelling headphones to minimize distractions and noise.

If You are Working from Home

Working from home is one kind of accommodation. You can ask your employer for other adjustments if you work from home too.

Work from home accommodations could be job aids. An example would be a visual guide to help you remember steps in a process.

They could be equipment or technology too. An example would be scheduling software, to help you with daily routines.

These are just examples of the kinds of accommodations you can ask for.

Talk to your company's Human Resources ("HR") department. They can help you or they can find someone to help you.

Or your job coach (if you have one) can help you ask your manager.

Getting accommodations is not just your employer's responsibility. It's your responsibility too.

Work together to find a solution.

What are Your Duties in the Accommodation Process?

Here are a few of the things you have to do:

- Learn how to ask for accommodations at your company. Your job coach can help.
- Explain your needs to your employer (HR department)
- Answer questions about your support needs if your employer asks
- Be part of conversations about possible solutions (you know your support needs best)



- Work with experts your company brings in to help
- Do your work at the level expected, after you get the accommodation

You might have to tell your employer how your needs are connected to your disability. Talk to your job coach or a trusted friend if you need help.

What are Your Employer's Duties in the Accommodation Process?

Here are a few of the things your employer has to do:

- Be aware that you might need accommodations, even if you haven't asked
- Get expert advice if they need it
- Research different possible solutions
- Make the accommodations promptly
- Pay for any documentation needed, like doctors' notes

Your employer is responsible for protecting your privacy. This means asking only questions about your disability or health that are related to your request.

Ask your job coach if you have questions about your employer's duties.

