HELPFUL RESOURCES

http://hr.ucr.edu/employee/disability
http://ergonomics.ucr.edu/
http://wellness.ucr.edu/
http://hr.ucr.edu/supervisor/workercomp.html
http://affirmativeaction.ucr.edu/
http://www.specialservices.ucr.edu/index.html
http://academicpersonnel.ucr.edu/

KEY ITEMS TO FOCUS ON:

- Orientation—make each employee feel welcome from the start with mentors and info on how to request accommodations
- Employee Engagement—include and support all by involving everyone in projects and events
- Flexible Work Schedules—allow for schedules that accommodate appointments and disabilities
- Learning & Development—encourage all staff to attend trainings and provide easy access to policies/procedures
- Compliance with State & Federal laws

BEST PRACTICES

- Onboard all new employees by including information about the department and available resources on campus, i.e. mentors, accommodations, and trainings.
- Create a work environment that is inclusive and celebrates all employees and their individuality
- Utilize the annual appraisal system to ensure that employees understand the importance of diversity and encourage their participation in diversity activities
- Provide all materials for meetings, appraisals, trainings, and promotional opportunities in multiple formats, including electronic, spoken, and hard copies
- Encourage multiple types of development and training for all employees; provide accommodations if needed
- Motivate all employees to attend diversity workshops and training sessions; ensure that policies/procedures related to individuals with disabilities are included in new employee packages/handouts
- Create an accessible grievance policy/procedure and respond promptly to any issues that arise

DIVERSITY AT WORK

Creating an inclusive and supportive work environment for all employees

A SUPERVISORS’ GUIDE TO CREATING AND MAINTAINING A WELCOMING ENVIRONMENT FOR INDIVIDUALS WITH DISABILITIES
In 1974, California passed its first law intended to ensure that individuals with disabilities are protected in the workplace. Since then, California has been at the forefront of assuring that individuals with disabilities have equal access to employment. As one of the most diverse research universities in the nation, UC Riverside is committed to providing a

**PHYSICAL DISABILITY**

Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity.

**MENTAL DISABILITY**

Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity.

**PROMISING PRACTICES**

- Identify yourself and others with you to visually impaired individuals
- Rearrange furniture to accommodate wheelchairs and other devices
- Offer assistance only after asking or being asked
- Face the hearing impaired to facilitate lip reading
- Avoid leaning on mobility aids
- Consider sitting to make eye contact with a person in a wheelchair
- Repeat information when necessary and use active listening for those with developmental disabilities
- Describe surroundings and advise of objects that may be in the path for visually impaired
- Don’t shout when speaking to hearing impaired
- Write notes and/or use gestures

**INTEGRATE**

Disability Awareness + Inclusive Environment = Inclusive Excellence

**AWARENESS**

Encourage Staff to attend workshops and courses related to diversity sensitivity.

**ACCOMMODATE**

Schedule a meeting with ergonomics for all new employees.