# Definitions

Absence Management - A program that attempts to control company absences due to illness or injury with an emphasis on controlling unexplained and excessive absenteeism. Broader programs may be known as “total absence management.”

Accessibility - Refers to the design of products, devices, services, or environments for people with disabilities. The concept of accessible design ensures both "direct access" (i.e. unassisted) and "indirect access" meaning compatibility with a person's assistive technology (for example, computer screen readers).

[ADA/ADAAA](https://askjan.org/ADA-Library.cfm) - A Federal civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law’s civil rights protections. The “ADA Amendments Act of 2008” revises the definition of “disability” to more broadly encompass impairments that substantially limit a major life activity.

Centralized Accommodation Fund - Company-wide general fund that would help to pay for employee accommodations. This helps to reduce the strain on hiring managers and supervisors about the needed budget for hiring people with disabilities.

[Disability](https://askjan.org/topics/defofdis.cfm) - For purposes of the ADA/ADAAA the term 'disability' means, with respect to an individual--a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Essential Functions - Duties that are fundamental to a position that the individual holds or desires that he/she cannot do the job without performing them. A function can be “essential” if, among other things:

* The position exists specifically to perform that function
* Only a limited number of employees are available to perform the function
* The function is so specialized and the individual is hired based on their ability to perform the function
* The function cannot be delegated.

Evidence of what constitutes an essential function may include, but is not limited to: reasonable accommodation specialist’s judgment; written job descriptions; the amount and/or proportion of time spent performing the function; the consequences of not requiring a function; and the work experience of incumbents.

Expedited Accommodation Procurement - The process of speeding up the procurement and implementation of necessary job-related accommodations. For example, some companies have I-buy systems that eliminate the need for invoicing.

[FMLA](https://askjan.org/topics/Family-and-Medical-Leave-Act.cfm) **-** A Federal law that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Harmonizing Accommodation Process **-** The process of bringing consistency to the accommodation process so that it is better understood by the employer and the employee. There has been a need to streamline processes that help to identify personnel roles and responsibilities.

[Interactive Process](https://askjan.org/topics/interactive.cfm) - A process where employers and applicants/employees with disabilities who request accommodations work together to identify and implement effective reasonable accommodation.

Job Analysis - Method of identification of the essential functions of an occupation to determine necessary skills for successful job performance. This includes physical and mental requirements, stress, work environment, and physical hazards

[Job Description](https://askjan.org/topics/jobdesc.cfm) - A document developed by the employer that provides an understanding the duties and responsibilities related to a job. A job description typically consists of six major components: 1) essential job functions; 2) knowledge and critical skills; 3) physical demands; 4) environmental factors; 5) the roles of the ADA and other federal laws such as the Occupational Safety Health Act (OSH Act); and 6) any explanatory information that may be necessary to clarify job duties or responsibilities.

[Reasonable Accommodation](https://www.eeoc.gov/policy/docs/accommodation.html) - A change or adjustment that enables a person with a disability to apply for a job, perform job duties, or enjoy the benefits and privileges of employment that are equal to those enjoyed by similarly situated employees without disabilities. The change/adjustment promotes equal employment opportunity for an individual with a disability.

[Stay at Work (SAW)/Return to Work (RTW)](https://www.dol.gov/odep/topics/Stay-at-Work-Return-to-Work.htm) - An organized effort on the part of the employer to help recovering employees return to or stay at work. This can include but is not limited to temporarily limited hours, modified duties, or transitional jobs as well as permanent accommodations including modified or alternate jobs.

Task Bank - A list of previously identified jobs in various departments within a company. A task bank can be a productive method to match employees with injuries, chronic health conditions, or disabilities with specific job tasks. This job match can facilitate an employee’s return-to-work or in some circumstances assist with retaining an employee (e.g. an employee with cancer undergoing chemotherapy). This type of tool is highly important for someone who is managing RTW/SAW programs.

* [How To Improve Your Return to Work Program With One Simple Tool](https://learn.presagia.com/blog/how-to-improve-your-return-to-work-program-with-one-simple-tool)
* [The Pillars of Leave Management: Adding A Task Bank To Your SAW/RTW Game](https://learn.presagia.com/blog/the-pillars-of-leave-management-adding-a-task-bank-to-your-saw-rtw-game)

Third Party Administrator (TPA) -A Third Party Administrator (TPA) is an organization that processes claims and performs other administrative services in accordance with a service contract, usually in the field of employee benefits like Short Term/Long Term Disability(STD/LTD), Workers’ Compensation, FMLA, and the ADA reasonable accommodation process.

Transitional Work - This is temporary work that helps to bridge the gap to a full recovery for an injured (occupational or non-occupational) employee. This type of work tends to be less physically and mentally demanding.