



# Americans with Disabilities Act (ADA) Title I

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## ADA Title I: Employment

### The first title of the ADA

- Prohibits discrimination from private employers, state, and local governments, employment agencies and labor unions.
- Applies to employers (private or state and local governments) with 15 or more employees.
- Employees or applicant must be a “qualified individual” and able to perform: “essential functions” of the job. Essential functions can be performed with or without an accommodation and include the basic job duties.
- Applies to all employment practices:  
Job application procedures, hiring, firing, advancement, layoffs, leave and employment benefits. All of the employment conditions and privileges are included.

### ADA Title I Reasonable Accommodations

An applicant or employee must request reasonable accommodations. Reasonable Accommodations (such as special equipment, interpreters, wheel chair access) should be provided in the job application process, including recruitment, application and interviews, and after hiring in the work environment, at meetings or trainings. If an applicant or employee does need a reasonable accommodation in the hiring process or in the work environment, it is their responsibility to request one. The employer may discuss options with the employee, however it is up to the person with the disability to let the employer know what will and will not be effective.

### Rights of the Applicant or Employee

An applicant or employee must not be harassed about their disability, be discriminated against in the application process or on the job, have any physical or program barriers, or have different standards placed upon them.

For more information on Title I of the ADA, see: [www.ada.gov/ada\\_title\\_1.htm](http://www.ada.gov/ada_title_1.htm)