

# NON-PREJUDICIAL LANGUAGE FOR ADA COMPLIANT JOB DESCRIPTIONS

Office of Human Resources

Mott Community College

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*This table will help you create non-prejudicial language for a job description that complies with the Americans with Disabilities Act (ADA). If a physical demand is not essential in the performance of the job, then reference to that demand should be omitted.*

Amount of Time	Wording
None	Omit from Job Description
Under 1/3	Seldom to Occasionally
1/3 to 2/3	Occasionally to Frequently
Over 2/3	Constantly

Physical Demand	ADA Compliant Words	Job Description Language Example
Stand or Sit	Stationary position	Must be able to remain in a stationary position 50% of the time.
Walk	Move, Traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer and other office productivity machinery such as a calculator, copy machine and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	Occasionally ascends/descends a ladder to service the lights and ceiling fans
Stoop, kneel, crouch or crawl	Position self (to), Move	Constantly positions self to maintain computers in the lab, including under the desks and in the server closet
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	The person in this position frequently communicates with students who have inquiries about their tuition bill or financial aid package. Must be able to exchange accurate information in these situations.
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must be able to detect funnel clouds from long distances.
Taste/Smell	Detect, Distinguish, Determine	Occasionally must be able to distinguish sweet and bitter flavors when creating desserts for Applewood customers.
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Frequently moves Audio/Visual equipment weighing up to 50 pounds across campus for various classrooms and events needs.
Exposure to work environments	Exposed, work around	Constantly works in outdoor weather conditions.