

REASONABLE ACCOMMODATION PROCESS

JOB AID FOR MANAGERS

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THE REASONABLE ACCOMMODATION REQUEST

- Manager/supervisor receives request
- No “magic words” are required
- No need for the request to be in writing
- Manager ***must*** document process
- RA process is ***not*** optional
- Manager begins interactive discussions with requesting employee

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ASSEMBLE RA ADVISORY TEAM

- Management official contacts RAPOC
 - *RAPOC assists in assembling Advisory Team*
 - *Team includes management official(s) and may include officials from medical, safety, legal and the HRO (LER, Staffing, and HRSC) as required*
 - *Meetings scheduled by manager as required*
 - *Manager (w/ assistance from RA team) communicates requirements to the requesting employee ***in writing****

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RA ADVISORY TEAM BEGINS WORK

- Manager makes determinations with advice and guidance from team and information from employee
 - *Qualified person w/ a disability?*
 - *Employee limitations/needs*
 - *Obtains medical documentation*
 - *Begins interactive talks with employee*
 - *Considers feasible accommodations*
 - *Conducts an ***individualized assessment****

4

MANAGER MAKES DETERMINATION & NOTIFIES EMPLOYEE (IN WRITING)

- Considers possible accommodations for employee’s position of record
- Considers ***ALL*** options
 - *Job restructuring*
 - *Leave*
 - *Modified/Part-Time schedule*
 - *Modified workplace policies*
 - *Reassignment (as a last resort)*

OVER

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MANAGER CONSIDERS REASSIGNMENT OF REQUESTING EMPLOYEE AS A LAST RESORT

- Reassignment considerations...
 - *Equivalent Vacant Funded Position*
 - *First local search, then expanded*
 - *Management offers position to employee*
 - *Employee accepts, is reassigned*
 - *Employee declines, may be removed for inability to perform essential functions of position*

6

MANAGER MAKES FINAL DETERMINATION W/ ASSISTANCE FROM RA ADVISORY TEAM

- Decision to GRANT accommodation
 - *Timely execution/installation of equipment*
 - *Train employee in proper use of equipment*
 - *Ensure service accommodation is effective*
 - *Follow up to ensure effectiveness*
- Decision to DENY accommodation
 - *In writing*
 - *Notify of right to reconsideration (EEO, ADR etc.)*

7

CONFIDENTIALITY

- THROUGHOUT the process manager MUST
 - *Keep employee medical information CONFIDENTIAL*
 - *Do not reveal an accommodation has been granted (except need-to-know)*
- Disclosure is OK for:
 - *Safety/first-aid personnel*
 - *Managers/supervisors who have a need-to-know to execute the accommodation*

Time. Effort. Diligence. Teamwork.

PLUS

**THE REASONABLE
ACCOMMODATION PROCESS**

**PRODUCTIVE & ENABLED
EMPLOYEES**