

REASONABLE ACCOMMODATION PROCESS

JOB AID FOR MANAGERS

1

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**

3

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 (LLO, 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**