## Reasonable Accommodation Checklist

<table>
<thead>
<tr>
<th>Date of Contact</th>
<th>Persons Consulted Regarding Reasonable Accommodations (Provide Name and Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee:</td>
</tr>
<tr>
<td></td>
<td>Job Accommodation Network (800) JAN-7234:</td>
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<td>Other:</td>
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</tbody>
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### Reasonable Accommodation Steps

- Obtain statement of permanent capacities.
- Identify barriers to performing job (i.e., tasks that require functional capacities beyond employee’s permanent capacities).
- Consider possible Reasonable Accommodation(s) to job.
- List accommodations considered:
- Assess reasonableness of accommodation(s).
- Reasonable Accommodation(s) selected. Describe accommodation(s):
- Vacant position(s) considered. List position(s):
- Modifications to vacant position(s) considered. Describe modifications:

### Undue Hardship Analysis *

- Cost of accommodation(s):
- Impact of accommodation(s) on operations. Please describe:
- Basis for undue hardship determination. Please describe:
- Reviewed by Transitional Employment Team:

* NOTE: The ADA undue hardship standard is difficult to satisfy. Failure to provide Reasonable Accommodation may result in significant financial liability. A determination not to provide Reasonable Accommodation due to undue hardship should be reviewed by high-level management and legal counsel.