

Reasonable Accommodation Checklist

Employee Name			
Permanent Capacities			
Date of Contact	Persons Consulted Regarding Reasonable Accommodations (Provide Name and Title)		
	Employee:		
	Job Accommodation Network (800) JAN-7234:		
	Other:		
Date Completed	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:		
Date Completed	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.

