



Reasonable Accommodation For Disabilities

Sample Process Steps

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| 1. Employee notifies Employer that a work-related adjustment is needed for a reason related to a medical condition. | |
| 2. Employee completes a Reasonable Accommodation Request form and gives to Employer. | |
| | Although requests do not have to be in writing, Employees are encouraged to complete a form to provide clear communication to Employer. |
| 3. Employer reviews the request and determines whether supporting medical documentation is needed. If disability is obvious, documentation is not needed. | |
| | If not needed, proceeds to Step 6. |
| | If supporting documentation is needed, provides a Medical Release form to be signed by employee to give to healthcare provider, permitting the release of information about the employee's medical condition. |
| | If documentation is needed, also provides employee with a Medical Inquiry form to be completed by the attending healthcare provider for information about the impairment(s) for which the employee is requesting accommodation. |
| | (Optional) May also attach job information to the inquiry to assist the healthcare provider in reviewing the job functions. |
| 4. Employee obtains medical documentation from healthcare provider. | |
| 5. Employee submits the completed Medical Inquiry form to Employer. | |
| 6. Employer facilitates interactive discussion with the Employee to determine available reasonable accommodation. | |
| | May use www.Askjan.org as an excellent source for solutions for accommodation. |
| 7. Employer communicates accommodation determination to the Employee. | |
| | Facilitates and implements accommodation. |
| | Documents interactive process (review) and action taken (or not taken). |
| | Maintains medical and accommodation records separate from personnel files and in accordance with Employer's practice. |
| 8. Employee provides feedback to the Employer on the effectiveness of approved accommodation. | |