

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
(upon receipt of RA request)

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ASSEMBLE RA ADVISORY TEAM

- ▣ Management official contacts RAPOC
(within 2 business days)
 - RAPOC assists in assembling Advisory Team
 - Team includes management official(s) and may include officials from medical, safety, legal and 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 with a disability?*
 - *Employee limitations/needs*
 - *Obtains medical documentation*
(2nd Request 15 calendar days)
 - *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)*

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MANAGER CONSIDERS REASSIGNMENT OF REQUESTING EMPLOYEE AS A LAST RESORT

- ▣ Reassignment considerations...
 - *Equivalent Vacant Funded Position*
 - *Local and expanded job search*
(30 days)
 - *Management offers position to employee*
 - *Employee accepts, is reassigned*
(within 7 calendar days)
 - *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*
(within 45 calendar days of initial request)
 - *Train employee in proper use of equipment*
 - *Ensure service accommodation is effective*
 - *Follow up to ensure effectiveness*
(within 45 calendar days of initial request)
- ▣ Decision to DENY accommodation *(45 days)*
 - *In writing*
 - *Notify of right to reconsideration (EEO, ADR etc)*

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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**