

Employee Reasonable Accommodation Requests

Highlights Sheet

A Reasonable Accommodation is...

A change to the work environment, or employment practice that results in an equal employment opportunity for a qualified individual with a disability.

Who is entitled to receive a Reasonable Accommodation?

Employees with disabilities who are otherwise qualified for the position and can perform the essential functions of the position with or without the reasonable accommodation.

A Reasonable Accommodation request may come to the supervisor in a variety of ways...

Accommodation requests can come directly from the employee or from the employee's doctor or representative. Requests may be direct or subtle, and the supervisor should be aware that there are no "magic words" that the employee needs to use to trigger a request. The supervisor should be aware of any of the following situations:

- ✓ Requests for assistance
- ✓ Requests for changes to a job
- ✓ Complaints about difficulty performing a job

LINKED TO

A Medical Condition

After recognizing a request, the supervisor should:

- ✓ Contact the Departmental Reasonable Accommodation (RA) Coordinator or Departmental Personnel Officer and make a referral.
- ✓ Respond quickly to any questions or requests from the RA Coordinator.
- ✓ Keep all employee information related to the request confidential.

After recognizing a request the supervisor should not:

- ✓ Enter into any informal agreements with the employee without consulting with the RA Coordinator or a HR Representative.
- ✓ Make any judgments or decisions about whether the request can be accommodated without talking to the RA Coordinator or a HR Representative.