

What is Reasonable Accommodation?

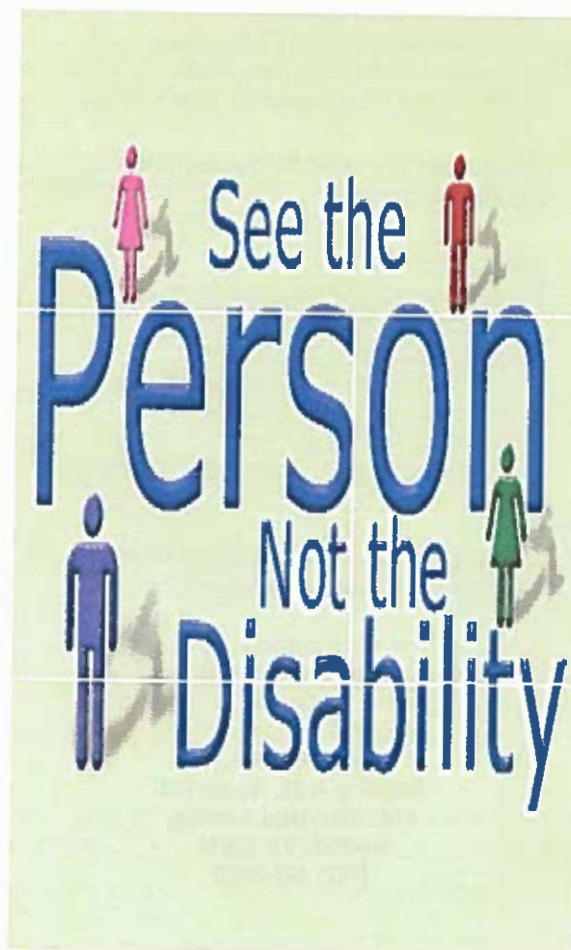
A reasonable accommodation (RA) is a change or adjustment to a job, work environment, or in the way things are customarily done, that permits a qualified applicant or employee with a disability to participate in the job application process, perform essential functions of the job, and enjoy the benefits and privileges of the workplace afforded to all individuals. RA may include making existing facilities accessible; job restructuring; leave; part-time or modified work schedules; acquiring or modifying equipment; changing tests, training materials, or policies; providing qualified readers or interpreters; and reassignment. RA does not include the elimination of an essential function of a position; placing an individual in a position she/he cannot perform; lowering the performance or production standards of a position; creating a new position; placing the individual in permanent light duty status; or providing personal use items when they are not specifically designed or required to meet job-related rather than personal needs (e.g. – wheelchair, eyeglasses, hearing aids). RA must be provided to qualified individuals with disabilities unless to do so would cause undue hardship to the agency. Undue hardship includes quantitative, financial, or other limitations on an employer's ability to provide RA.

Who is Entitled to Reasonable Accommodation?

A qualified individual with a disability - is an individual with a physical or mental impairment substantially limiting a major life activity, who can perform the essential functions of the position with or without RA.

What are Essential Functions?

Essential functions are job duties that are fundamental to the position that the individual cannot do the job without being able to perform them. Determination of the essential functions must be based on the job as actually performed, not simply the components of a generic position description. Factors to consider include: (a) whether the position exists specifically to perform that function, (b) the experience of present or past employees in the job; (c) whether the function requires a degree of specialization.



What is a Request for Reasonable Accommodation?

An employee or job applicant may initiate a request for reasonable accommodation orally but should follow up in writing. The employee should contact their immediate supervisor and/or the Reasonable Accommodation Program Manager to obtain the necessary forms to initiate a request for reasonable accommodation. An individual does not need to mention the Rehabilitation Act or use the phrase "reasonable accommodation" for the request to be identified as a request for reasonable accommodation. To request an accommodation the individual must state that she/he needs an adjustment or a change at work or in the application process for a reason related to a disabling condition. If it is unclear whether an individual is requesting accommodation, clarification should be sought. A request for accommodation does not have to be made by the individual with the disability. A family member, health professional, or other representative may request a reasonable accommodation on behalf of an individual with a disability. Where possible, the person with a disability should confirm that she/he wants a reasonable accommodation.

How do you know you have a Request for Reasonable Accommodation?

Permanent, chronic or recurring condition (could also be temporary) + change of work = request for RA. (Also could be temporary in nature. Contact the RA Program Manager for further advisory.)

What do you do?

Employees shall:

- (1) Initiate a request for reasonable accommodation either orally or in writing. Any verbal requests should be followed up in writing;
- (2) Obtain reasonable accommodation forms from supervisor and/or servicing Reasonable Accommodation Program Manager;
- (3) Submit request to his/her first-level supervisor or the next level supervisor/manager in his/her immediate chain of command if the first level supervisor is not available;
- (4) Provide medical information as necessary to support reasonable accommodation request;
- (5) Cooperate with supervisors in processing the request for accommodation; and
- (6) Participate in the interactive discussions to explore appropriate resolution of issues.

Supervisors shall:

- (1) Provide the appropriate reasonable accommodation forms to assist employee in requesting reasonable accommodation;
- (2) Follow up on employee's request for reasonable accommodation (follow up should occur within 15 days of distribution of forms and/or as necessary).
- (3) Upon receipt of reasonable accommodation request review and attach current position description and forward to the RA Program Manager for processing. Work directly with Reasonable Accommodation Program Manager throughout the final processing phase of the reasonable accommodation request.
- (4) Engage and document interactive discussions with employee throughout final disposition of RA process to explore appropriate resolution of issues and/or possible accommodation. Maintain pertinent documentation relating to the RA request.
- (5) Serve as the primary participant/decision maker for the RA Advisory Team to determine whether the employee is a qualified individual with a disability and entitled to a reasonable accommodation;
- (6) Provide written documentation of essential functions of the

(8) Provide written documentation to the employee of the Advisory Team meeting results. Work directly with the RA Program Manager for assistance with written notification.

(9) Obtain written notification and document if employee wishes to not participate in RA process after being provided the RA forms for completion. Supervisor should also document the date employee declined reasonable accommodation. Supervisor should follow up with their servicing HR Labor/Employee Relations Specialist for further guidance.

RA Manager shall:

- (1) Ensure Navy's goal for processing RA requests and issuing determinations within 45 days from receipt of complete RA package to decision are met in accordance with the Department of the Navy Program Manual for Reasonable Accommodation.
- (2) Submit required reporting.
- (3) Provide advisory on the RA process.
- (4) Coordinate with other participants.
- (5) Monitor the RA process from start to finish.

Resources are used for Reasonable Accommodation?

Rehabilitation Act
<http://www.eeoc.gov/laws/statutes/rehab.cfm>
Americans with Disabilities Act (ADA)
<http://www.ada.gov/pubs/ada.htm>
ADA Amendments Act <http://www.ada.gov/>
Don Civilian Human Resources Manual,
Subchapter 1606
<http://www.public.navy.mil/donhr/Pages/CHRM.aspx>

Do you have an employee that needs Reasonable Accommodation?

Contact:

Commander Navy Reserve Force
Director of Equal Employment
Opportunity Office

(757) 322-5666
(757) 322-5619
(757) 322-5618



REASONABLE ACCOMMODATION FACTS



Commander Navy Reserve Forces