

6 STEPS OF REASONABLE ACCOMMODATION

30 Business Days to completion

1	<p style="text-align: center;">IS THERE A DISABILITY?</p> <p>Is there sufficient medical documentation? Is the impairment permanent or of a long term nature? Is there a limitation to a major life function? Is there a need to submit a list of specific questions regarding the nature, severity and duration? What is the employee's functional limitation?</p>
2	<p style="text-align: center;">DISSECT JOB FUNCTIONS</p> <p>What are the essential functions of the job? What are the marginal functions? What are the physical requirements?</p>
3	<p style="text-align: center;">DIALOGUE</p> <p>What are the suggested accommodations by the requester? What are the suggested accommodations by the supervisor? What are the suggested accommodations by the RA Team?</p>
4	<p style="text-align: center;">DETERMINE EFFECTIVE ACCOMMODATION</p> <p>Brainstorm possible resolutions Generate options Analyze options Choose the most effective accommodation</p>
5	<p style="text-align: center;">DOCUMENT THE DECISION</p> <p>Prepare a Proposed Letter of Decision Staff the decision Director signs and presents decision to employee</p>
6	<p style="text-align: center;">IMPLEMENT AND REPORT</p> <p>Put the accommodation in place and monitor to ensure it is effective. Prepare RA Report and submit to EEO Office. Store medical information appropriately.</p>