REASONABLE ACCOMMODATIONS

Definition:

An **individual with a disability** is someone who:

- has a physical or mental impairment that **substantially limits** one or more of that individual's **major life activities**
- has a **record of** such impairment
- is **regarded as** having such an impairment

An agency is required to make a reasonable accommodation of a known mental or physical limitation of an individual with a disability who is **qualified** unless to do so would cause an undue hardship.

As a general rule, the individual with the disability who wants an accommodation is responsible for informing the agency that an accommodation is needed.

There is a reasonable accommodation process that we must follow. [Alaska District Memorandum of Instruction (MOI) for Processing Reasonable Accommodations]





REASONABLE ACCOMMODATION PROCESS

STEP 1: Deciding Official engages STEP 2: Deciding official will execute Deciding official consults EEO Office (and Legal Office, if necessary) for ENG Form 6042-3, Request for RA employee in interactive process, gives employee "Request for Reasonable Confirmation, and will immediately, no Accommodation" form, ENG Form 6042 later than 24 hours, provide a signed advice and assistance copy to the DPM and the employee and ENG Form 6042-1, Medical Information Sheet to make request and complete ENG Form 6042-2, RA Request Checklist medical info. Employee provides documentation as needed: Request for RA and Medical STEP 3: Deciding official reviews request and documentation, and seeks Documentation advice as required Forwards RA to Reasonable Accommodation Committee (RAC) for consideration (RAC will make recommendation) Deciding official, EEO and Legal maintain discussion of procedures **APPROVED** DISAPPROVED STEP 4: Deciding official approves or disapproves request for accommodation Accommodation is granted Deciding official informs employee in writing of reasons for disapproval on ENG Form 6042-4, Denial of within 30 days of request Accommodation Request STEP 5: Deciding official provides written outcome to the Disability Program Manager, EEO office



