

DISABILITY ACCOMMODATIONS: REASONABLE ACCOMMODATION PROCESS

Employees requesting a reasonable accommodation should send their request to the EEO Manager rather than directly to their supervisor.

The process follows:

1. Employee submits PD F 5475 E *Request for Reasonable Accommodation* to EEO Manager.
2. EEO Manager informs employee's supervisor/manager that a reasonable accommodation request has been submitted.
3. If additional medical documentation is required, EEO Manager issues a memo to the employee to be filled out by his/her health care professional.
4. Employee has his/her health care professional fill out memo in its entirety and return to the employee.
5. Employee sends completed memo back to EEO Manager.
6. EEO Manager, in consultation with the Chief Counsel's Office as needed, determines if the employee is a person with a disability, based on the medical documentation provided by employee's health care professional.
7. If the employee is determined to be a person with a disability, then the EEO Manager informs the employee's manager/supervisor of the employee's functional limitations. The agency then must determine if the employee can do the essential functions of the job with or without the requested reasonable accommodation. The employee's manager/supervisor makes this determination, in consultation with the EEO Manager, as needed.
8. If the answer is yes, we must provide a reasonable accommodation to that employee, unless it would impose an undue hardship on the agency (which is rare). Please note that while qualified individuals with disabilities are entitled to reasonable accommodation, they are not necessarily entitled to accommodations of their choice. This means that employees might not receive their specifically requested accommodation
9. Management decides which particular accommodation the agency will provide. The accommodation must be effective in addressing the employee's specific functional limitations, and in allowing the employee to perform the essential functions of the job.
10. If the answer is no, we are not obligated to provide the reasonable accommodation to the employee.

*Due to the conversion process of FMS & BPD the Reasonable Accommodation PDI is in the process of being updated at this time. If you have any questions or require additional information, please contact the EEO Office, by calling 304-480-6527.