

## **Reasonable Accommodation Process**

*This flow chart outlines the steps in the reasonable accommodation process, which, according to the EEOC, includes: determining a job's essential functions; consulting with the employee with a disability to determine his or her abilities and needs; identifying potential accommodations in consultation with the requestor and selecting the best accommodation; or notification and rebuttal process.*

An applicant/faculty member/administrative staff (requestor) submits a request for reasonable accommodation form to the campus Office of Human Resources ("OHR"), or to an assigned designee, on behalf of OHR, which will be forwarded to OHR.



OHR consults with the requestor to review/interview on their identified physical or medical circumstances/limitations as they relate to performing the job's essential functions.



OHR examines the requests and job duties, and determines the requestor's essential job functions.



OHR determines if the individual requestor has a disability covered by the ADA.



OHR makes an individualized determination, based on objective facts, medical documentation or any other evidence, of whether the requestor has a disability that poses a direct threat of harm to himself or herself or others, and if so, whether the threat can be removed by reasonable accommodations.



OHR will meet with the requestor's supervisor to identify potential accommodations. OHR must consult with other experts (Office of Affirmative Action, Compliance and Diversity, or to the Office of the Executive Counsel) on accommodating the request made by the individual requestor's, and determine whether the disability poses a direct threat of harm to himself or herself, or to others.



If more than one accommodation would be effective, the individual requestor's preference is considered, but OHR makes the final choice; and may choose an accommodation that is less expensive or easiest to provide.



OHR must consider, on a case-by-case basis, whether a reasonable accommodation would impose an undue hardship to the College. If a particular accommodation would impose an undue hardship, it does not have to be

provided, but OHR must consider whether an alternative accommodation is available that would not impose a hardship, including an option on “modified duty” (available for certain positions).



If the request does not cause an undue hardship, OHR provides notification (as a granted request) in a timely manner. A written notification is issued by OHR as a determination notice to the requestor.



If the request does cause an undue hardship/or is not available, OHR provides notification (as a denied request) in a timely manner. A written notification is issued by OHR as a determination notice to the requestor.



As a redress option, the requestor may rebut the decision with either OHR or the Chief Diversity Officer for a follow up review. In a written notification, either OHR or the Chief Diversity Officer is to send a final determination notice to the requestor on the request on the rebuttal submitted.