

## Reasonable Accommodations Roles

### Employee:

#### **To Do:**

- Request Reasonable Accommodation from supervisor;
- Meet with my supervisor to identify Essential Functions of my job;
- Discuss my limitations in performing the Essential Functions of my job;
- Identify possible accommodations;
- Get Copy of Job Description;
- Give doctor essential functions of job and job description;
- Request Doctor's to provide medical information about my impairment, job limitations and possible accommodations, if needed

#### **Forms needed:**

- Confirmation of Reasonable Accommodations Request Form
- Medical Checklist (completed by doctor)
- Medical Release Form

### Supervisor:

- Identify essential functions of employee's job (develop with employee);
- Discuss with employee their limitations and needs;
- Provide Job Description to employee;
- Work with Mission Area Designee and employee to determine possible effective accommodation(s);
- Make decision about actual accommodation and implement accommodation;
- Determine and implement accommodation.**

### Mission Area Designee:

- Gather medical information, if needed;
- Make determination if employee is eligible for an accommodation;**
- Assist supervisor and employee with interactive process;
- Assist supervisor and employee with identification of possible effective accommodations;
- Maintain medical records in secure manner;
- If reassignment is required, work with program and staffing to identify vacant and funded positions for which the employee is qualified, as appropriate.