

## REASONABLE ACCOMMODATION

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AN AGENCY IS REQUIRED TO MAKE A REASONABLE ACCOMMODATION OF A KNOWN MENTAL OR PHYSICAL LIMITATION OF AN OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY UNLESS TO DO SO WOULD CAUSE UNDUE HARDSHIP.

“IN GENERAL, AN ACCOMMODATION IS ANY CHANGE IN THE WORK ENVIRONMENT OR IN THE WAY THINGS ARE CUSTOMARILY DONE THAT ENABLES AN INDIVIDUAL WITH A DISABILITY TO ENJOY EQUAL EMPLOYMENT OPPORTUNITY.”

PROOF THAT ONE SPECIFIC ACCOMMODATION WOULD IMPOSE AN UNDUE HARDSHIP DOES NOT ABSOLVE AN AGENCY FROM CONSIDERING OTHER PROPOSED OR POTENTIAL REASONABLE ACCOMMODATIONS.

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*It's the constant and determined effort that breaks down all resistance and sweeps away all obstacles.*

*Claude M. Bristol*

## AN INDIVIDUAL WITH A DISABILITY IS SOMEONE WHO:

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HAS AN **ACTUAL** PHYSICAL OR MENTAL IMPAIRMENT THAT SUBSTANTIALLY LIMITS ONE OR MORE OF THAT INDIVIDUAL'S MAJOR LIFE ACTIVITIES; OR

HAS A **HISTORY** OF SUCH IMPAIRMENT; OR

IS **REGARDED AS** HAVING SUCH AN IMPAIRMENT AND IS NOT ENTITLED TO REASONABLE ACCOMMODATION.

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## REASONABLE ACCOMMODATION ENCOMPASSES THREE ASPECTS OF THE EMPLOYMENT RELATIONSHIP:

- ▶ THE APPLICATION PROCESS
  - ▶ PERFORMING THE JOB
  - ▶ BENEFITS AND PRIVILEGES OF EMPLOYMENT
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## REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

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EMPLOYEE MAKES REASONABLE ACCOMMODATION REQUEST

INTERACTIVE PROCESS TO DISCUSS POTENTIAL ACCOMMODATIONS

MANAGER DETERMINES THE ESSENTIAL FUNCTIONS OF THE EMPLOYEE'S JOB

INTERACTIVE PROCESS TO KEEP EMPLOYEE INFORMED

MANAGER REQUEST WRITTEN DOCUMENTATION OF THE DISABILITY AND THE LIMITATIONS TO BE ACCOMMODATED

RA TEAM ASSESS THE EFFECTIVENESS OF VARIOUS ACCOMMODATIONS

INTERACTIVE PROCESS TO KEEP EMPLOYEE INFORMED

RA TEAM SELECTS MOST APPROPRIATE ACCOMMODATION IN VIEW OF BOTH THE INDIVIDUAL'S AND AGENCY'S NEEDS

MANAGER ISSUE APPROPRIATE LETTER

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*THIS BROCHURE IS NOT INTENDED TO BE A FULL GUIDE TO THE REASONABLE ACCOMMODATION PROCESS.*

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## Medical Confidentiality

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AGENCIES MUST KEEP MEDICAL INFORMATION ABOUT EMPLOYEES CONFIDENTIAL.

EMPLOYEES DO NOT HAVE A RIGHT TO KNOW ABOUT CO-WORKER'S MEDICAL CONDITION AND DISABILITY, EVEN WHEN REASONABLE ACCOMMODATIONS THAT AFFECT THEM ARE INVOLVED.

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**TEAM UP WITH YOUR EMPLOYEES AND HELP THEM SUCCEED!**

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## COMMON TYPES OF ACCOMMODATIONS

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- ▶ MAKING FACILITIES ACCESSIBLE AND ACQUIRING ASSISTIVE DEVICES SUCH AS COMPUTER/ELECTRONIC ACCOMMODATION PROGRAM (CAP)
- ▶ MODIFYING WORK SCHEDULES
- ▶ RESTRUCTURING OF JOB
- ▶ PERMITTING USE OF ACCRUED LEAVE AND UNPAID LEAVE
- ▶ MODIFYING OF EXAM OR TRAINING MATERIALS
- ▶ PROVIDING READERS OR INTERPRETERS
- ▶ REASSIGNING TO ANOTHER VACANT POSITION

## DEPARTMENT OF NAVY

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## REASONABLE ACCOMMODATION

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