

Reasonable Accommodation Guide

WHAT IS REASONABLE ACCOMMODATION?

Reasonable accommodation (RA) is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. RA can cover most things that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits such as office events.

WHO CAN REQUEST A RA?

Any number of people can request a RA, from the applicant, employee, family member, medical provider or representative. Management may also initiate the RA process if the employee is unable to do so for him or herself.

WHO IS CONSIDERED AN INDIVIDUAL WITH DISABILITY?

1. An applicant or employee who has a physical or mental impairment which substantially limits one or more of such person's "major life activities".
2. An applicant or employee who has a record of having such an impairment.
3. An applicant or employee is regarded as having such an impairment.

WHAT IS A MAJOR LIFE ACTIVITY?

Major life activities cover a broad spectrum of bodily systems and functions that include such things as caring for one's self, performing manual tasks, walking, seeing, breathing, learning, and working.

WHAT ARE THE STEPS IN THE RA PROCESS FOR EMPLOYEES?

1. The employee, family member, medical provider or representative notifies the supervisor of a need for accommodation based on a medical condition. The notification can be verbal or in writing, preferably utilizing Navy's RA Request form that is available via the SWRMC portal under HR/EEO. Management may also initiate the request.
2. The supervisor and employee immediately begin the "interactive process" to clarify the employee's needs. Multiple interactions should be expected as a natural part of the RA process.

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3. The employee may be asked to provide or supplement medical and/or supporting documentation, as well as sign a medical release, to support a RA request.

4. Upon receipt of the medical, the RA Advisory Team performs the disability analysis.

5. The supervisor informs the employee of the decision on the RA request in writing. Any declinations will include information on other options the employee may chose from including the right to request reconsideration.

6. The supervisor ensures all granted RA re implemented in a reasonable period of time. Navy's timeframe is 30 calendar days, not including the timeframe if takes for the employee to get medical information. However, there may be some extenuating circumstances where timeframes are elongated.

WHERE CAN I GO FOR ADDITIONAL INFORMATION?

Contact your servicing HRO for assistance.

Go to this Equal Employment Opportunity Commission website:
<http://www.eeoc.gov/federal/ganda-employment-with-disabilities.cfm#reason>