Reasonable Accommodation
APPENDIX B

1. Employee requests an accommodation

2. Interactive Discussion; Medical Documentation if appropriate

3. Assess the disability claim

4. Is Individual disabled?

5. Yes

6. Accommodation Not Required

7. Document Decision

8. End

9. Identify all reasonable alternatives in same position

10. Accommodate?

11. Yes

12. Interactive Discussion; Employee submits resume to update skills

13. Accommodate?

14. Reassign or CLG*

15. Mgr/HRO

16. Interactive Discussion

17. Request HRSC

18. To

Notes:
1. Impairment significantly limits major normal life activities
2. Activity may assist but must document NOT an accommodation determination - use caution as it sets a precedent
3. I.e. restructuring, removing some duties, schedule leave, tele-work, etc.

* CLG - Change to Lower Grade
Reasonable Accommodation

Criteria if >1 Vacancy
1 - Original series or closest to former position
2 - In commuting area
3 - Activity Preference
4 - Claimant Preference

HRSC Determines series, grade for which employee qualifies
HRSC checks list of vacancies
[Note 4: Repeat until vacancies exhausted]
HRSC Determines Best Fit
HRSC Contacts Gaining HRO, DCPP Advises of Referral
Certificate Referral w/info sheet to gaining HRO with guidance on accommodation & threshold for undue hardship

CO certifies accommodation an undue hardship and no other vacancies
Note 5: Undue hardship threshold is very high - exceptions are rare not the norm.

Repeat Process from Step 19

Fm 17

30-60 Days