



CLACKAMAS COUNTY
REASONABLE ACCOMMODATION DECISION GUIDE
THE EMPLOYER PROCESS

This form is provided by the Department of Employee Services (DES) and is used to document decision-making upon activation of the reasonable accommodation process. A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities, and does not impose an undue burden on the employer.

This form will also serve as a guide for decision makers conducting an interactive meeting with an applicant/employee who requests reasonable accommodation. This form **is not** required:

- To document a recurring job accommodation need for a specific employee.
- For documentation of job modifications made for persons who have medical restrictions but are not disabled within the meaning of the Americans with Disabilities Act (ADA.)

Please contact DES at 655-8459 before proceeding with this process.

Applicant/Employee Name:	Title of Job Held or Job Sought:
Manager/Supervisor Name: Assigned to DES Analyst:	Work Unit:

Reason for activating the reasonable accommodation process:

- Employee requests reasonable accommodation for current job.
- Employee requests reasonable accommodation for desired job and/or exam/interview/training.
- Employee with disability is observed having difficulty performing essential functions because of disability
- Applicant requests reasonable accommodation for a component of selection process (e.g., exam, interview, training).
- Applicant/Employee's medical assessment indicates he/she may be a person with a disability.
- Applicant/Employee requests reasonable accommodation for equal employment opportunities (e.g., removing physical barriers in a break room.)
- Other, describe briefly:

Step 1. Determine whether applicant/employee has a disability. A disability is a physical or mental impairment that substantially limits a major life activity. An individual with a disability also includes someone who has a “record” of such a condition, and someone who is “regarded” as having such a condition. The **ADA Checklist** will be helpful in this evaluation. If impairment is obvious or substantiating documentation is already on file, medical documentation is not required.

Is documentation required to substantiate that the employee has a disability?

Yes. Supply date that employee was informed that documentation is required to support what the impairment is and how impairment substantially limits a major life activity. Date:

No. How do you know that employee has an impairment that substantially limits a major life activity?

Impairment:

Limitation(s) on major life activity:

Proceed with interactive meeting if it is determined that applicant/employee has a disability that requires reasonable accommodation. Skip to Step 5 if applicant/employee does not have a disability.

Date reasonable accommodation process activated:

Meeting Guide Steps 2 through 4 for processing reasonable accommodation requests are to be considered and discussed during an interactive meeting. Step 5 may happen later.

Date interactive meeting held with individual:

List names of all persons present during interactive meeting:

Is an essential job function in question?

Yes (If YES then complete "Step 2.") No (If NO, skip to “Step 3.”)

Step 2. Identify and discuss essential functions of job or desired job (list them here or attach copy of other documentation)

Job title:

Essential functions:

Step 3. Ask individual to identify his/her functional limitations/work restrictions as they apply to his/her current position or position sought, and list them here:

Step 4. Ask individual what he/she needs to perform the job or participate in an exam/interview/training. Is a specific accommodation requested to enable performance of the job? Yes No [Check here if individual was asked for suggestions but had none.]

Does the employee contend the reasonable accommodation is needed because of the disability?
 Yes No

Are there other accommodations that would enable individual to perform job? (Possible sources of assistance to identify possible reasonable accommodations are: other supervisors/managers, medical personnel, DES personnel, national Job Accommodation Network.)

If the individual is clearly a qualified employee with a disability and no accommodations have been identified that would permit performance of his/her job then reassignment to another job may be a reasonable accommodation. This does not apply for job applicants. Discuss other jobs at same or lower level and explore whether another job(s) might need to be considered. [Note: the employee must meet qualifications for the other job including any examination or performance tests and be able to perform the essential functions with or without accommodation.]

Step 5: (check one) This step can be made at a later time, following the interactive dialogue meeting, to allow for additional staffing or clarification on specific issues or information.

Accommodation provided

Describe accommodation provided:

Date accommodation provided:

Approximate cost of accommodation: \$

Accommodation denied **** Discuss with County Counsel & DES before denying **** (Attach copy of denial letter)

No effective accommodation identified

Employee Printed Name & Signature

Date

Supervisor Printed Name & Signature

Date

DES Printed Name & Signature

Date

Department Director Printed Name & Signature

Date

NOTE: Please forward the completed form to DES. It will be maintained by DES Risk & Benefits Division separately from personnel files and secured with restricted access.

Privacy Act Statement: The collection of this information is authorized by 29 USC 791 et seq. This information will be used to process a request for reasonable accommodation.