

## Reasonable Accommodation Summary

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.

For example, reasonable accommodations may include:

- ◆ Providing or modifying equipment or devices
- ◆ Job restructuring
- ◆ Part-time or modified work schedules
- ◆ Reassignment to a vacant position
- ◆ Adjusting or modifying examinations, training materials or policies
- ◆ Providing readers and interpreters
- ◆ Making the workplace readily accessible to and usable by people with disabilities

An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship that is, that it would require significant difficulty or expense.

A reasonable accommodation is something that removes a workplace barrier for an individual with a disability. There needs to be a barrier. The barrier needs to arise because of the individual's disability. The workplace barriers may include physical obstacles, modes of communication, and procedures or rules.



## Additional Resources



- ◆ **Link:** <https://askjan.org>
- ◆ **AskJAN** is an online resource that has information on accommodating individuals with disabilities.



- ◆ **Link:** <https://www.cap.mil/>
- ◆ **The Computer/Electronic Accommodations Program (CAP)**, established by the Department of Defense, is the Federal government's centrally funded accommodations program. CAP provides assistive technology and related services, free of charge, for individuals with visual, hearing, dexterity, and cognitive disabilities.



**For additional  
Information regarding  
Reasonable Accommodations,  
Please Contact Fort Campbell EEO:**

EEO Officer— Debbie Sutton- (270) 798-5113

Disability Program Manager— Tonya Elliott  
(270) 798-2581



## Reasonable Accommodations (RA)



**USAG Fort Campbell  
Equal Employment Opportunity**

## ***Disability and Accommodation***

This brochure serves as a reference for all applicable individuals regarding the ADA and Reasonable Accommodation. Do not confuse the definition of disability and accommodation. If you have a disability and are qualified to do a job, the ADA protects you from job discrimination based on your disability.

- ◆ **Disability** is an impairment that substantially limits at least one major life activity.
- ◆ **Reasonable Accommodation** occurs once an employer establishes that an employee is substantially limited in any major life activity, and then the employer has established that the employee has a disability and is entitled to an accommodation for any limitations associated with the disability.

### ***The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Acts of 2008 (ADAAA)—what's the difference?***

The ADAAA of 2008 provides a broader definition of disability, which means employers should no longer spend a lot of time analyzing whether employees meet the definition of disability. Employers can still require medical documentation when an employee requests an accommodation and the disability and/or need for accommodation are not obvious, but the documentation related to determining whether someone has a disability should not be extensive. Instead, the focus should be on the accommodation, whether it is reasonable, whether it can be provided without an undue hardship, and whether there are other accommodations that can be considered.

## ***Definition of Key Terms***

**Disability** – Under ADA, an individual with a disability is a person who:

- ◆ Has a physical or mental impairment that substantially limits one or more major life activities
- ◆ Has a record of such impairment
- ◆ Is regarded as having such an impairment

**Qualified Individual with a Disability** – An individual with a disability is qualified if:

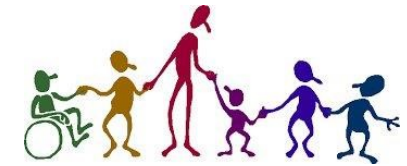
- ◆ S/he satisfies the requisite skill, experience, education, and other job-related requirements of the position
- ◆ S/he can perform the essential functions of the position, with or without reasonable accommodation

**Essential Functions** – Those job duties that are so fundamental to the position that the individual holds or desires that s/he cannot do the job without performing them.

**Undue Hardship** – As defined by the ADA, an accommodation is an undue hardship if it were to cause significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation. It is always to be determined on a case-by-case basis by considering whether the accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the business.

**Interactive Process** – The individual requesting the accommodation and the decision maker must talk to each other about the request, the process for determining whether an accommodation will be provided, and potential accommodations.

## ***Reasonable Accommodation***



Title I of the Americans with Disabilities Act of 1990 (the “ADA”) requires an employer to provide reasonable accommodation to **qualified individuals with disabilities** who are employees or applicants for employment, unless to do so would cause **undue hardship**.

**Reasonable Accommodation:** Any change in the work environment or in the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities.

There are three categories of reasonable accommodations:

- ◆ Modifications or adjustments to the application process
- ◆ Modifications or adjustments necessary to perform the essential functions of the job
- ◆ Modifications or adjustment that enable individuals with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities

An essential element of the **Reasonable Accommodation Process** is the interaction (**interactive process**) between the employee and management official to ensure consideration of alternatives, options and potential solutions are explored to meet the needs of the agency and the employee. The interactive process will help determine whether the accommodation is needed because of a disability and, if needed, whether the accommodation will be effective.