

THE DECISION

- The Decision Maker must grant a request for reasonable accommodation, unless to do so would cause an undue hardship.
- If an accommodation cannot be granted, the Decision Maker must immediately **consult with the DPM prior to denying a request.**
- Decisions should be made within **30 business days** from receipt of the initial request, except in extenuating circumstances.



MEDICAL DOCUMENTATION

- Medical information will only be requested to the extent reasonably necessary to establish that the requester is an individual with a disability and/or needs the requested accommodation.
- The Decision Maker must seek the assistance of the DPM in obtaining additional medical documentation.

REFERENCES/RESOURCES

- Army Regulation 690-12 Appendix C, Procedures for Providing Reasonable Accommodation for Individuals With Disabilities, dated 12 December 2019
- Rehabilitation Act of 1973, Section 501, as amended
- Americans with Disabilities Act of 1990 (ADA)
- Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, <http://www.eeoc.gov/policy/docs/accommodation.html>
- Job Accommodation Network (JAN), www.askjan.org
- Computer/Electronics Accommodation Program (CAP), www.cap.mil

For further information contact:

Fort Novosel EEO Office

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REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES



Fort Novosel

Equal Employment Program



WHAT IS A REASONABLE ACCOMMODATION?

“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 opportunities.”



THREE (3) TYPES OF REASONABLE ACCOMMODATIONS

Modifications or adjustments to:

- a job application process
- the work environment or to the manner or circumstances under which the position is customarily performed
- enable employee to enjoy equal benefits and privileges of employment



WHO CAN REQUEST A REASONABLE ACCOMMODATION?

Section 501 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act of 1990 (ADA), as amended, require an employer to provide reasonable accommodations to **qualified individuals with disabilities** who are,

1. **employees** or
2. **applicants for employment**, unless to do so would cause undue hardship.



WHAT IS THE DEFINITION OF A DISABILITY?

According to the Rehabilitation Act and the ADA, an individual with a disability is defined as a person who:

- has a physical or mental impairment that substantially limits one or more major life activities; or
- has a record of such impairment; or
- is regarded as having such impairment.

HOW DO I REQUEST A REASONABLE ACCOMMODATION?

An employee, applicant or person acting on behalf of employee, may request an accommodation for a reason related to a medical condition.

STEP 1:

Initiate the Request

- a. Inform a supervisor, supervisor in the immediate chain of command, Civilian Personnel Office Disability Program Manager (DPM), or the Equal Employment Opportunity Office (EEO)
- b. Use plain English—no specific words (i.e. reasonable accommodation, Rehab Act, ADA or disability) are needed
- c. Make request orally or in writing
- d. Request accommodation at any time

STEP 2:

Confirm Request in Writing (contact Human Resources Specialist or EEO for assistance)

STEP 3:

Begin Interactive Process (explore appropriate accommodation options)

STEP 4:

Decision to Grant or Deny accommodation (made by Decision Maker, finalized in writing)

STEP 5:

Implementation of reasonable accommodation

STEP 6:

Follow up, monitor and evaluate effectiveness of accommodation (Supervisor and DPM or EEO)