SIX STEPS OF ADA REASONABLE ACCOMMODATION

1. DISABILITY per ADA?
   - Is there sufficient medical documentation?
   - Is the impairment permanent or of a long term nature?
   - Is there a limitation to a major life function?
   - Is there a need to submit a list of specific questions regarding the nature, severity and duration to a medical professional?
   - What is the employee's functional limitation?

2. DISSECT JOB FUNCTIONS
   - What are the essential functions of the job?
   - What are the marginal functions of the job?
   - What are the physical requirements?
   - What job tasks are problematic as a result of the limitation(s)?

3. DIALOGUE
   - What are the suggested accommodations by the requester?
   - What are the suggested accommodations by the supervisor?
   - What are the suggested accommodations by the RA Team?

4. DETERMINE EFFECTIVE ACCOMMODATION
   - Brainstorm possible resolutions.
   - Generate options.
   - Analyze options.
   - Choose the most effective accommodation.

5. DOCUMENT THE DECISION
   - Proposed Letter of Decision is drafted.
   - Decision letter is reviewed by HR, D&EO and Legal.
   - Supervisor signs and presents decision to employee.

6. IMPLEMENT AND REPORT
   - Put the accommodation in place and monitor to ensure it is effective.
   - Prepare ADA RA Report and submit to D&EO Office.
   - Store medical information appropriately.