

Navigating the Reasonable Accommodation Process

1 2 3 4 5 6 7 8

8 simple
steps to
enhance
your
process!
Steps 1-4

Reasonable accommodations are changes in the workplace that enable individuals with disabilities to participate in work-related activities and are considered on a case-by-case basis. One of the best ways to provide effective reasonable accommodations in the workplace is to establish a process.

1 Recognize the request

1

A request may be made in the individual's preferred form of communication and use plain language. When a request is received, act quickly to begin the process.

2 Gather necessary information

2

Collaborate with the individual to identify the work-related barrier and how a reasonable accommodation will help. When necessary, ask questions and obtain medical documentation.

3 Identify options

3

Be open to new ways of doing things. Ask the individual what ideas they have. Consider outside sources to help identify solutions, such as www.oodworks.com.

4 Choose an effective solution

4

Consider the individual's preferred solution when selecting an effective reasonable accommodation. When needed, use a trial period. Assess available tax benefits to offset costs.

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Steps 5-8

Establishing a process ensures requests for reasonable accommodations can easily be made, considered, and implemented effectively to ensure individuals with disabilities can fully participate in work-related activities. Consider these steps to create or enhance a process that best suits your culture.

5

Implement the Reasonable Accommodation!

Appoint an employee to oversee coordination of the reasonable accommodation. Advise supervisors of changes in the work environment, as needed.

6

Monitor the Reasonable Accommodation!

Periodically check the effectiveness of the reasonable accommodation. Adjust the solution as health conditions and work environments change.

7

Manage the Process!

Designate an employee to receive accommodation requests and oversee the steps of the process. Track progress by documenting the status along the way.

8

Train Employees!

Inform employees of their right to reasonable accommodation and train supervisors on how to recognize a request. Be sure to address confidentiality.



Reasonable Accommodations (RAs) can enable individuals with disabilities to participate in work-related activities. An effective way to provide solutions is to establish a RA process.

