

## San Diego Community College District Employee Request for Job Accommodation Instructions

The Employee Request for Job Accommodation process begins with the employee who makes a request for an accommodation(s) and/or indicates that s/he has medical restrictions as a result of a disability and that the restriction(s) impacts his/her ability to perform their job. The term “disability” is defined as a physical or mental impairment that substantially limits one or more of the major life activities. The process is designed to determine whether or not an employee can perform the essential functions of the job with or without reasonable accommodations, and if an accommodation is needed, what type of accommodation(s) might be reasonable.

Unless the medical limitations are obvious, the employee needs to provide verification from the treating medical provider regarding any medical restrictions that pertain to the employee’s job. The employer will determine if reasonable accommodations are necessary and available in the workplace to satisfy the medical restrictions. The request for accommodation and supporting documentation needs to state the anticipated duration of the temporary, or long-term, medical restrictions.

The District does not request that you provide a diagnosis, or any medical details other than the information pertaining to the limitations for which the job accommodation is being requested.

1. The employee may access the Employee Request for Job Accommodation form on the SDCCD Human Resources website; or the supervisor may provide the form to the employee.
2. The **employee** completes the job accommodation request signs and dates the form. If the form is not used, then employee needs to indicate to employer, (1) the accommodation being requested and (2) duration of the requests.
3. Unless the medical limitations are obvious, the employee needs to provide verification from the treating medical provider regarding the medical restrictions. The statement needs to indicate to the employer, (1) whether or not the employee has a disability – a condition that limits a major life activity<sup>1</sup>; (2) the medical limitations as they relate to the employee’s job; and (3) the duration of the limitations. It is most helpful if the employee provides a copy of the job classification description to his or her medical provider to enable him/her to gain a full understanding of the essential functions of the job. SDCCD classification descriptions may be located on the Human Resources website <http://hr.sdccd.edu/classification/classdesc.cfm>.
4. The accommodation request and supporting documentation is provided to the immediate supervisor in advance of scheduling an interactive meeting.
5. The **immediate supervisor** schedules an interactive meeting with the employee. The employee is able to bring a representative with him/her if desired. During the interactive meeting, the supervisor discusses with the employee the (1) job description, (2) the essential functions of the job, (3) the employee’s request for accommodation, and (4) the medical limitations. The goal is to determine if the essential functions of the job can be accomplished with, or without, Page 2 of 2 temporary reasonable accommodations. The request may be resolved at this level in many cases. The supervisor writes the outcome of the decision on the form, signs and dates it. Please

note that if the request is for a long-term accommodation, the SDCCD Job Accommodation Committee must be notified prior to conveying approval of the accommodation, at any level, to the employee.

6. If the supervisor and the employee cannot agree on a temporary reasonable accommodation, then the employee has the option to appeal the matter and the request will proceed to the next level manager.
7. The **next level manager** meets with the employee, reviews the materials and the immediate supervisor's concerns, and determines if the essential functions of the job can be accomplished with, or without, temporary reasonable accommodations. The next-level manager writes the outcome of the decision on the form, signs and dates.
8. If the next level manager and the employee cannot reach an agreement regarding a reasonable temporary or long-term accommodation, then the employee has the option to appeal the decision and the request will proceed to the SDCCD Job Accommodation Committee.

Please direct the materials to the Risk Management Department.

9. The SDCCD **Job Accommodation Committee** schedules an interactive meeting with the employee, and the employee's supervisor, to consider factors related to the job accommodation request.

If reasonable accommodations can be identified, then decisions are made about the specific accommodation and the duration.

**NOTE:** The interactive process is considered an ongoing effort and will be reviewed, as needed, during the time period of the temporary, or long-term accommodation. The job accommodation and decisions related to this may be modified during the course of the interactive process as warranted.

<sup>1</sup> Major life activities include activities such as physical, mental, and social activities which the average person in the general population can perform with little or no difficulty. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and the operation of a major bodily function 29 C.F.R. Part 1630, Section 1630.2(i).