

Reasonable Accommodation Request Process

Initiating a Reasonable Accommodation Request

The Reasonable Accommodation Request process begins with the employee. The employee will use the posted [Reasonable Accommodation Request](#) form to request an accommodation and/or to indicate they have medical restrictions as a result of a disability (whether temporary or permanent) and that their restriction or restrictions impact their 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. This process is designed to determine whether or not an employee can perform the essential functions of their job with or without reasonable accommodations, and, if an accommodation is needed, what type of accommodation 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 need to state the anticipated duration of the restrictions regardless of whether they are temporary or long-term in nature.

The District does not require that employees provide a diagnosis or any medical details other than the information pertaining to the limitations for which the reasonable accommodation is being requested.

Completing the Form

Employees may access the Reasonable Accommodation Request Form on the SDCCD Human Resources website; or the employee’s manager or supervisor, or the Senior Accommodations Specialist may provide the form to the employee.

- a. The **employee** will complete Section A of the request form based on their own thoughts and needs, then signs and date the form.
- b. The employee will provide the form, with Section A completed, to their **treating physician** to complete Section B.

Unless the medical limitations are obvious, the employee needs to provide verification from the treating medical provider regarding the medical restrictions.

The medical information needs to indicate to the employer:

- (1) whether or not the employee has a disability – a condition that limits a major life activity¹;
- (2) the medical limitations as they relate to the employee’s job; and
- (3) the duration of the limitations.

¹ 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).

It is most helpful if the employee provides a copy of the job classification description to his or her medical provider to enable them to gain a full understanding of the essential functions of the job. SDCCD classification descriptions may be located on the People, Culture, and Technology Services' website:

<http://hr.sdccd.edu/classification/classdesc.cfm>.

Submitting the Request

The employee will submit the Reasonable Accommodation Request Form, with both Section A and Section B completed, to the Employee Relations department within the People and Culture division.

The Interactive Process

Start of Interactive Process:

The Senior Accommodations Specialist initiates the interactive process with the **employee**. For any scheduled interactive meetings, the employee is able to bring a representative with them if desired. During the interactive meeting, Human Resources discusses with the employee:

- (1) their job classification 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, a temporary reasonable accommodations.

The Senior Accommodations Specialist will then discuss the request with the employee's supervisor to get a better understanding of the employee's position expectations and operational needs. In many cases, the request may be resolved at this point in the process. If a temporary reasonable accommodation cannot be agreed upon, the Senior Accommodations Specialist, in conjunction with the Associate Vice Chancellor or Employee Relations, will evaluate any concerns and continue the interactive discussion with the employee and supervisor.

Final Decision

Once the Senior Accommodations Specialist has sufficient information to determine if a reasonable accommodation can or cannot be granted, they will complete Section C of the Reasonable Accommodation Request form and will provide a copy to the employee and inform their supervisor and representative, if applicable, of the final decision.

If the request is denied, the Senior Accommodations Specialist will continue the interactive discussion with the employee to identify other options or next steps.

Important Notices and Definitions

- Re-certification - Per the EEOC, an employer has the right to re-evaluate any accommodation currently in place if there are changes to the job requirements, work location etc. In such an event, the Senior Accommodations Specialist will contact the employee to request updated documentation.
- Periodic Reviews – Designated accommodations are temporary and are **not** a permanent position. Regardless of the permanency of the employee’s disability, permanent accommodation cannot be granted and, therefore, such requests will be evaluated on a continuous basis to ensure the accommodations in place effectively aligns with the employee’s medical condition and operational needs.
- Accommodation/Limitation Changes – 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. Therefore, if the employee’s accommodation needs or limitations change at any time, the Senior Accommodations Specialist should be notified.