

Job Accommodation and the Interactive Process

Requests for temporary workplace accommodations as a result of a disability may be submitted using the [Employee Request for Job Accommodation Form](#). Requests for long-term accommodations (60 days or more) resulting from a workers' compensation injury or illness may also be submitted using the [Employee Request for Job Accommodation Form](#). The term "disability" is defined as a physical or mental impairment that substantially limits one or more of the major life activities¹. Requests for disability accommodations should include documentation, unless the medical limitations are obvious. The documentation must include verification that the disability limits a major life activity¹ and the anticipated duration of the limitations.

Requests for **temporary** accommodations (60 days or less) resulting from a workers' compensation injury or illness should be submitted using the [Workers' Compensation Temporary/Modified Alternative Duty Agreement Form](#). [Refer to the SDCCD [Risk Management's Workers' Compensation webpage](#)

After the completed forms are provided, with the appropriate supporting documentation, to the immediate supervisor, an Interactive Process Meeting will be scheduled. The "interactive process" is an ongoing dialogue between the employee and an appropriate District representative about possible options to provide "reasonable accommodations" for the employee's disability that would enable the employee to perform the "essential functions" of the job.

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).
