

Job Accommodation and the Interactive Process: The Employee's Role

Learn about your role as an employee in arranging for an accommodation if you are or become disabled.

What to do	How to do it
1	<p>Request job Accommodation</p> <p>Inform your supervisor and/or Accommodation and Leave Services of the need for an accommodation to perform job duties due to a medical condition and/or a disability.</p> <p>Job accommodation requests may be verbal, in writing, or via a licensed healthcare provider.</p> <p>Provide Accommodation and Leave Services with a written licensed healthcare provider's statement describing your job-related limitations.</p>
2	<p>Participate in interactive process meetings with your supervisor and the Accommodation and Leave Services</p> <p>The licensed healthcare provider will identify if limitations are temporary or permanent.</p> <p>Actively participate and discuss reasonable accommodations that can assist you to perform your essential job functions.</p> <p>Evidence of whether a function is essential can include:</p> <ul style="list-style-type: none"> • The employer's judgment • Written job description • Amount of time spent performing the function • Consequences of the function not being performed • Terms of a collective bargaining agreement • And other common sense indicators <p>Discuss special job search assistance if you cannot perform your essential job functions.</p>
3	<p>Learn about the Selected reasonable job accommodation.</p> <p>Review and ask questions to ensure you understand information about your job accommodation.</p> <p>Determine and communicate any concerns you have about the accommodation.</p>
4	<p>Begin your job accommodation</p> <p>Follow up regularly with your supervisor and Accommodation and Leave Services regarding the effectiveness of the accommodation.</p> <p>If your accommodation is unsuccessful, continue the interactive process to evaluate other accommodations.</p>
5	<p>If your accommodation is unsuccessful</p> <p>If a reasonable job accommodation cannot be identified:</p> <ul style="list-style-type: none"> • Consider alternate vacancies within your department or vice chancellor area as well as UCOP. • Discuss Priority Reassignment available through Accommodation and Leave Services.

Who to Contact: Accommodation and Leave Services , Nina M. Chew, Manager (510) 587-6094