

## Job Accommodation and the Interactive Process: The Supervisor's Role

Learn about your role as a supervisor in determining job accommodation if an employee is or becomes disabled.

What to do	How to do it
<p><b>1 Identify the need for an employee job accommodation.</b></p>	<p><b>Identify this need through:</b></p> <ul style="list-style-type: none"> <li>o Verbal or written notice from the employee</li> <li>o Medical note from the employee's licensed healthcare provider</li> </ul> <p><b>O Licensed healthcare provider</b> should identify whether your employee's limitations are temporary or permanent.</p>
<p><b>2 Involve Accommodation and Leave Services (ALS)</b></p>	<p><b>Contact</b> Accommodation and Leave Services (ALS) as soon as you are aware of an employee's need for an accommodation:</p> <p>Forward any medical documentation immediately to ALS to start the interactive process. Documents can be faxed to 510-587-6075.</p>
<p><b>3 Participate in the interactive process meetings (ongoing).</b></p>	<p><b>Assist by identifying the employee's essential and non-essential functions</b> using the job description. Ask yourself:</p> <p><b>Who?</b> Separate the function from the person. Identify the job's purpose and desired results—not the person who does the job.</p> <p><b>What?</b> Determine what you want the person in the job to do.</p> <p><b>Where?</b> Decide if the job must be done at the worksite, or if it can be performed from a remote location.</p> <p><b>When?</b> When the work is performed is not always an essential part of the job. It may be essential that the function be performed, but assigning it to one particular shift may not be necessary.</p> <p><b>Why?</b> If the intent of a job requirement isn't clear, try modifying it to pose a lesser barrier to someone with a disability. You may even find it can be dropped from the job description altogether.</p> <p><b>Determine if the limitations</b> interfere with the employee performing the essential job function in the traditional way.</p> <p><b>Along with Accommodation and Leave Services, identify the possible job accommodations:</b></p> <p>Discuss which job accommodations may be reasonable</p> <p><b>Accommodation and Leave Services will document:</b></p> <p>Interactive process and any accommodations that are agreed to and put in place</p>
<p><b>4 Implement selected job accommodation.</b></p>	<p><b>Accommodation and Leave Services</b> will document the selected job accommodation and sign the Job Accommodation Interactive Process form.</p>
<p><b>5 Follow up on the accommodation</b></p>	<p><b>Discuss the accommodation</b> regularly with your employee to assess satisfaction and determine effectiveness. Keep Accommodation and Leave Services informed.</p> <p><b>If accommodation is unsuccessful</b>, contact Accommodation and Leave</p>

		Services to continue the interactive process to evaluate other accommodations.
6	<b>If an accommodation is not identified</b>	<p><b>If a reasonable job accommodation cannot be identified:</b>  Consider alternate vacancies within your department or vice chancellor area as well as UCOP.</p> <p>Discuss Priority Reassignment available through Accommodation and Leave Services.</p>
<p><b>Note:</b> Do not ask the employee for confidential medical information. Ask for information about how the medical condition affects the employee's abilities to perform job functions. Be aware that information provided regarding the employee is confidential.</p>		

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