Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105-F Disability Workplace Accommodations for Employees and Applicants

CONFIDENTIAL: Guide to the Interactive Process

To be completed by the human resources administrator in coordination with the employee's supervisor or applicant.

Step 1 — Gather Relevant Information

The administrator should obtain:

- ☐ Employee's or applicant's written request for accommodation(s)
- ☐ Certification and other relevant information from physician/health care provider, if necessary. Medical information will be kept confidential
- ☐ Job description
- ☐ Collective bargaining agreement or individual employment contract

Step 2 — Explain How the Physical or Mental Impairment Substantially Limits One or More Major Life Activities

Describe the impairment: _____

_____

_____

_____

_____

_____

Describe the major life activity/ies affected: _____

_____

_____

_____

_____

_____

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Step 3 — Identify Essential Job Functions in Consultation with the Employee's Supervisor

Step 4 — Discuss with Employee or Applicant

Document interactive discussions with employee or Applicant, including dates, names of persons present, and content of discussion.

Date	Description of Meeting

Step 5 — Requested Accommodation(s)

List all accommodation(s) identified in the interactive discussions:

Step 6 — Evaluate Proposed Accommodation(s)

Analyze the reasonableness of the identified accommodation(s):

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Step 7 — Accommodation(s) Offered

Specific accommodation(s) to be provided, including dates accommodation(s) will begin and/or end:

_____

_____

_____

_____

Reasons for denial of any accommodation(s) requested by the employee:

_____

_____

_____

_____

Step 8 — Evaluate Accommodation(s) Provided

Conduct periodic checks with the employee to ensure that the accommodation(s) is effective. If not, re-engage in the interactive process. Document these discussions, noting the dates of the meeting, the content of the discussion, and next steps.

Date	Description of Meeting
_____	_____
_____	_____
_____	_____

Retain this document in the employee's confidential personnel file or similar file for applicants.

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