Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105A-F Pregnancy 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)
- ☐ Relevant information from health care provider, if permitted. Medical information will be kept confidential
- ☐ Job description
- ☐ Collective bargaining agreement or individual employment contract

Step 2 — Identify Essential Job Functions in Consultation with the Employee's Supervisor

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Step 3 — 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
_____	_____
_____	_____
_____	_____

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Step 4 — Requested Accommodation(s)

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

Step 5 — Evaluate Proposed Accommodation(s)

Analyze the pros, cons, and reasonableness of the identified accommodation(s):

Note: the following will be, in virtually all cases, reasonable accommodations that will not cause an undue hardship when they are requested as workplace accommodations by an employee who is pregnant: (i) Allowing an employee to carry or keep water near and drink, as needed; (ii) Allowing an employee to take additional restroom breaks, as needed; (iii) Allowing an employee whose work requires standing to sit and whose work requires sitting to stand, as needed; and (iv) Allowing an employee to take breaks to eat and drink, as needed. See 29 CFR 1636.3(j)(4).

Step 6 — Accommodation(s) Offered

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

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

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Step 7 — 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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