SIX STEPS OF ADA REASONABLE ACCOMMODATION

**1. DISABILITY per ADA?**
- Is there sufficient medical documentation?
- Is the impairment permanent or of a long term nature?
- Is there a limitation to a major life function?
- Is there a need to submit a list of specific questions regarding the nature, severity and duration to a medical professional?
- What is the employee's functional limitation?

**2. DISSECT JOB FUNCTIONS**
- What are the essential functions of the job?
- What are the marginal functions of the job?
- What are the physical requirements?
- What job tasks are problematic as a result of the limitation(s)?

**3. DIALOGUE**
- What are the suggested accommodations by the requester?
- What are the suggested accommodations by the supervisor?
- What are the suggested accommodations by the RA Team?

**4. DETERMINE EFFECTIVE ACCOMMODATION**
- Brainstorm possible resolutions.
- Generate options.
- Analyze options.
- Choose the most effective accommodation.

**5. DOCUMENT THE DECISION**
- Proposed Letter of Decision is drafted.
- Decision letter is reviewed by HR, D&EO and Legal.
- Supervisor signs and presents decision to employee.

**6. IMPLEMENT AND REPORT**
- Put the accommodation in place and monitor to ensure it is effective.
- Prepare ADA RA Report and submit to D&EO Office.
- Store medical information appropriately.