ADA Reasonable Accommodation or Workplace Exception

**Intake**

- Employee fills out electronic questionnaire which goes to ADA Case Manager
- ADA Case Manager determines if medical documentation is required and requests medical information from Health Care Provider if needed
- The ADA Case Manager will determine whether you have a disability as defined by ADA

**Examples:**
- Disabilities that may be included as COVID high risk: asthma, heart condition, diabetes
- Not high risk: Poor vision, hearing impaired, cognitive impairment

**Reasonable Accommodation Interactive Process**

**Workplace Exception Interactive Process**

**Examples:**
- Age
- Family member that is at high risk
Reasonable Accommodation Interactive Process

Employee has disability as defined by the ADA

- ADA Case Manager notifies supervisor of request. Supervisor gives input to ADA Case manager into whether request is reasonable or not.
  - If reasonable, recommends granting request as is.
  - If not, further information needed for determination.
  - Human Resources will schedule and attend a meeting with the relevant parties and you to clarify your request and/or explore potential accommodation alternatives.
  - Request is presented to your appointing authority for an approval decision.
  - You will be notified once a final decision is made regarding your accommodation request.

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Employee does not have a disability as defined by the ADA