OHSU’s Reasonable Accommodation Process
For Employers and Employees
This chart is designed to assist employers and employees with understanding the process for requesting and AAEO’s process for assessing, requests for reasonable workplace accommodation(s) under the Americans with Disabilities Act

AAEO 3/2018

**Employee**
- Desires a workplace modification or accommodation; and
- Has a physical or mental impairment that substantially limits one or more major life activities

**Notice to AAEO**
- Employee submits an ADA reasonable accommodation request form to AAEO (visit www.ohsu.edu/raform to access the form);
- Employee notifies HR or supervisor of the need for a workplace modification or accommodation; or
- Employee, HR, or supervisor may notify AAEO or reach out with questions

**AAEO’s Initial Steps**
- AAEO notifies the employee’s supervisor and HR of the request; and
- AAEO obtains a position description from the employee’s department

**AAEO Begins the Interactive Process (Below)**

**AAEO Interviews the Employee**
(To learn more about the employee’s situation and needs and to advise on options)

**AAEO Communicates With Supervisor(s) and/or HR**
(To gain their insight and perspective on the ADA request, situation and essential functions of the job)

**AAEO Completes Follow-Up Steps As Needed**
(This might include communicating with the employee, HR, supervisor(s) and/or health care provider(s))

**AAEO Communicates With the Employee’s Provider(s)**
(To determine whether an employee has a qualified disability and/or to obtain information specific to the request(s))

**Conclusion**
AAEO makes a determination regarding the employee’s request, which may include (but is not limited to):
- Granting the request
- Denying the request
- An alternative outcome

The determination will be in writing and provided to the employee and the employee’s supervisor(s).

Note: The time frame for AAEO to assess an accommodation depends on the case. If you have questions, please contact AAEO.