## **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 OCIC's process for assessing, requests for reasonable workplace accommodation(s) under the Americans with Disabilities Act

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### **Employee**

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

Various ways that OCIC might receive notice of an employee's need or request for a workplace modification or reasonable accommodation.

#### **Notice to OCIC**

Employee submits an ADA reasonable accommodation request form to OCIC; Employee notifies HR or supervisor of the need for a workplace modification or accommodation;

or Employee, HR, or supervisor may notify OCIC or reach out with questions.

### **OCIC's Initial Steps**

OCIC notifies the employee's supervisor and HR of the request; and OCIC obtains a position description from the employee's department

# OCIC Begins the Interactive Process (below)

OCIC Interviews the Employee (To learn more about the employee's situation and needs and to advise on options)

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

**OCIC Communicates** 

OCIC Completes Follow-Up Steps As Needed

(This might include communicating with the employee, HR, supervisor(s) and/or health care provider(s))

OCIC 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))

order described.

The interactive process is unique to each request.

OCIC's process varies on a case-by-case basis and every

step listed might not be necessary or done in the

## Conclusion

Not every disability is Visible. OCIC 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 OCIC to assess an accommodation depends on the case. If you have questions, please contact OCIC.