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

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 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)

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

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))

Conclusion
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.