



# Reasonable Accommodation

## AGENCY REQUIREMENTS

**Agencies** are required to have reasonable accommodation procedures in place.

**Applicants** and employees with disabilities have a right to request a change or adjustment to an element in the application process and work situation that presents a barrier.

**Agencies** required to make reasonable accommodation to known mental or physical limitation unless to do so would cause undue hardship.



Management officials should know their agency's procedures and should process requests for reasonable accommodations quickly.

Failure to respond promptly can be a violation of the employee's rights under the Rehabilitation Act of 1973.

## REASONABLE ACCOMMODATION PROCESS

1. Reasonable accommodation requested.
2. Consult your agency's reasonable accommodation policy.
3. Consult with the individual to determine what accommodations he/she believes would enable her/him to do the job.

### If necessary:

**Determine** the essential functions of the employee's job. Request documentation of the disability and the limitations to be accommodated.

**Assess** the effectiveness of various accommodations.

**Select** the accommodation that is most appropriate in view of the individual's and agency's needs.

## UNDUE HARDSHIP

An agency is not required to provide reasonable accommodations if it can prove that doing so would be an undue hardship for the agency as a whole.

Agency has the burden of establishing undue hardship.

Proof that one specific accommodation would impose an undue hardship does not absolve an agency from considering other proposed or potential reasonable accommodations.

Would impose "significant difficulty or expense."

Reasonable accommodation does not include personal items such as hearing aids and eyeglasses.

## COMMON TYPES OF ACCOMMODATION

- Making facilities accessible and acquiring assistive devices.
- Modifying work schedules.
- Restructuring of job.
- Making an exception to a policy or procedure.
- Permitting use of accrued leave and unpaid leave.
- Modifying of exam or training materials.
- Providing readers or interpreters.
- Reassigning to another vacant position.

## MEDICAL CONFIDENTIALITY

Agencies must keep medical information about employees confidential.

Employees do not have a right to know about co-worker's medical condition and disability even when reasonable accommodations that affect them are involved.



## FOR ADDITIONAL INFORMATION

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