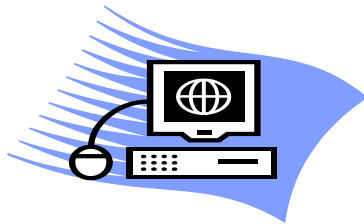




Examples of Reasonable Accommodation "RA"

Job application process (on-line resume system with voice recognition technology to accommodate the blind).



Enable performance of the essential functions of the job with or without accommodation (move placement of a fax machine for an employee with a vision impairment).



Resources

It's Free!!



www.tricare.mil/cap

-CAP OFFERS
Information on disabilities
Accommodation solutions
Needs Assessment
Assistive Technology



www.jan.wvu.edu

800-526-7234 – Voice
877-781-9403 – TTY
Provides information about many types of reasonable accommodation.



www.eeoc.gov

800-669-4000 – Voice
800-669-6820 – TTY
Provides guidance on laws regarding Equal Employment Opportunity (EEO)

Quick Guide for Reasonable Accommodation (RA)



Commander Navy Region Mid-Atlantic
EEO Office ~ Norfolk

RA Coordinator : Karen Barnes

(757) 444-1272

Fax: (757) 444-9418

DSN 564

What is Reasonable Accommodation (RA)?

Define: Modifications or adjustments to a job or the work environment that will enable a **qualified individual with a disability (QIWD)** to enjoy equal employment opportunities.



Who Qualifies?

QIWD has physical or mental impairment which **substantially limits one or more** of such person's **major life activities**; has a record of such an impairment

First List includes many activities:

- walking
- seeing
- speaking
- hearing

Second List includes major bodily functions:

- digestive
- neurological
- reproduction
- immune

Identify a RA Request

Verbal Request:

- Plain English
- Don't need to mention "ADA" or the phrase "reasonable accommodation"
- Must inform employer of the need to adjust/change at work for reason related to a medical condition

Written Request:

- Not mandatory
- Use if preferred by employee
- Memo or letter format
- Employer write a memo or letter confirming request



Interactive Dialogue

Job Description & Essential Functions

A written summary of the tasks, responsibilities and duties of a job; the job exists to perform these tasks

QIWD who, with or without RA, **can perform the essential functions of the position** and **who meets the requisite skills, experience, education, and other job-related requirements of the position**



Medical Documentation

- Not always necessary; type of accommodation is obvious
- When the type of accommodation is not obvious or otherwise unknown
- If needed, provided by an appropriate medical professional
- Complete "consent to release" form
- Confidentiality