

MANAGERS FACT SHEET***Reasonable Accommodation******What is Reasonable Accommodation?***

Reasonable Accommodation is a change in the workplace that makes it possible for a qualified individual to compete for or perform the essential functions of a job. Reasonable Accommodations are provided to individuals with physical and/or mental disabilities.

Reasonable Accommodation may include, but are not limited to:

- ❖ Making facilities and work spaces accessible and usable
- ❖ Job restructuring, such as part-time, modified work schedule, transfer of non-essential duties
- ❖ Acquisition or modification of equipment or devices
- ❖ Providing readers and interpreters

However, employees MUST be able to perform the essential functions of the job either with or without an accommodation in order to remain eligible for employment.

Who initiates reasonable accommodations?

- ❖ An employee or applicant for employment may initiate a request for reasonable accommodation verbally or in writing.
- ❖ An employee or applicant may request a reasonable accommodation at any time throughout the recruitment or employment.
- ❖ Supervisors MAY NOT seek reasonable accommodations for an employee unless or until the employee has requested such accommodations.
- ❖ Program coordinators MUST automatically initiate the service of sign language interpreter(s) for activities or events open to large groups or the public. In addition, all notification for such programs MUST provide contact information so additional requests for reasonable accommodations can be made.

What are the supervisor's responsibilities?

- ❖ Review the NCI Guidance on Reasonable Accommodation
- ❖ Contact appropriate resources for assistance
- ❖ Provide written acknowledgment of either verbal or written requests
- ❖ Provide temporary accommodation, as needed, during the assessment period
- ❖ Work with employee to determine the feasibility of the requested accommodation and possible alternatives

Supervisor's responsibilities (continued...)

- ❖ Ensure the essential duties and responsibility of the position will continue to be accomplished
- ❖ Request a medical evaluation from Occupational Medical Services, if needed
- ❖ Provide final response to all requests

What are the employee's responsibilities?

- ❖ Review the NCI Guidance on Reasonable Accommodation
- ❖ Request a reasonable accommodation
- ❖ Clearly indicate limitations and proposed modifications
- ❖ Provide medical information in a timely manner to Occupational Medical Services, NIH, if requested.
- ❖ Contact appropriate resources for assistance, if needed
- ❖ Discuss possible accommodations with your supervisor

What are the employee's appeal rights?

If the employee does not agree with the outcome of the request process, the employee can appeal to the Director, Office of Management, NCI or discuss non-provision of reasonable accommodation with the Office of Equal Opportunity and Diversity Management, NIH.

What assistance is available?

Anyone of the following offices are available and eager to provide assistance with the Reasonable Accommodation process or facilitating conversations on Reasonable Accommodation:

- ❖ Employee Relations, Office of Human Resources, NIH (301) 496-6237
- ❖ Office of Equal Opportunity and Diversity Management, NIH (301) 496-6301 or (301) 496-2906

What resources are available?

Interpreting Services Requests

<http://www.ors.od.nih.gov/pes/dats/interpret/Pages/index.aspx>

Job Accommodation Network

<http://www.jan.wvu.edu/>

NCI Reasonable Accommodation Guidelines

<http://mynci.cancer.gov/workforce/worklife/reasonable-accommodation>

Federal Relay Service

<http://www.federalrelay.us/> , (800)877-8339