Disability Accommodation Process Flowchart for Managers & Supervisors

Employee requests an accommodation.

DDR informs employee of disability accommodation process, rights and responsibilities.
Employee completes disability accommodation request form and sends it to DDR.

If you are unsure how to respond, consult your Divisional Disability Representative (DDR) Refer the employee to your DDR.

Consult Disability Coordinator/Employment

Medical Verification
If needed, DDR will request verification of a disability or chronic medical condition and clarification of the specific work-related function limitations from the employee's treating specialist.

Consult Disability Coordinator/Employment

Key Questions
1. Will accommodation permit employee to perform essential functions?
2. Does the accommodation create an undue hardship?
3. Is there a safety or health threat?

Approve
DDR sends cover letter with accommodation request to employee/applicant; disseminate copies of the form.

Modify or Deny
Consult with Disability Coordinator/Employment for recommendations; justify decision. DDR sends cover letter (include Appeal Process) with accommodation request form to employee/applicant; disseminate copies of the form.

Conversation with Employee
Together, DDR (with supervisor in some cases) and employee examine work-related limitations, essential functions, and accommodation request.

Consultation with DDR
Together, DDR and supervisor:
1) review and verify essential functions of the position
2) Discuss impact of accommodation request and determine whether the accommodation is reasonable

Medical Verification
If needed, DDR will request verification of a disability or chronic medical condition and clarification of the specific work-related function limitations from the employee's treating specialist.

Consult Disability Coordinator/Employment

Consultation required