

ADA Reasonable Accommodation Process Checklist

1. Ask the employee if there is any way that the employer can assist the employee in the performance of the job tasks. No ADA acknowledgment is necessary at this point.
2. Determine whether there is medical documentation or other reliable, objective information to conclude that the employee has a physical or mental condition that significantly impairs at least one major life function
3. Unless there is an observable basis for concluding that the employee has an impairment that is affecting job performance do not inquire about the need for an accommodation.
4. Be sure to have the employee sign a medical release form before requesting medical information.
5. Have the medical provider indicate what major life activity(ies) is limited.
6. Keep all medical information in a file that is separate from the employee's personnel file.
7. Indicate accurately in the job description which of the job functions are essential. (Non-essential job tasks may be reassigned to other employees for purposes of accommodations, not essential job functions). Write an updated job description, if necessary.
8. Determine whether the accommodation creates an undue hardship for the employer.
9. Discuss possible accommodations with the employee, medical providers, the supervisors who have knowledge of the work site and the job, EAP, and vocational or rehabilitation counselor, as appropriate.
10. Consider union contract obligations regarding the filling of positions. Consider a waiver if necessary.
11. Determine whether the employee presently creates a "direct threat" to himself or others in the performance of the job tasks.
12. Document the direct threat by: Identifying the risk caused by the limitation; the potential, harm that could result; the medical or observable facts whereon the risk is based.
13. Identify and document the reasonable accommodation or the reason no accommodation is needed.

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