



**UC DAVIS**

**Division of Human Resources**

**A GUIDE TO  
REASONABLE ACCOMMODATION**

**DISABILITY MANAGEMENT SERVICES**

*Retention through Reasonable Accommodation*

**UC DAVIS CAMPUS**

## **TERMS**

### ***REASONABLE ACCOMMODATION***

A reasonable accommodation is a logical adjustment to the job that allows a person with a disability to perform the essential functions of the position.

### ***ESSENTIAL FUNCTIONS OF A JOB***

The essential functions of a job are the fundamental duties of the employment position.

### ***FUNCTIONAL LIMITATIONS***

A functional limitation is the inability to perform an action or a set of actions, either physical or mental, because of a physical or emotional restriction.

### ***SPECIAL SELECTION***

When an employee becomes disabled the employee may be selected for a position that has not been publicized.

### ***TRIAL EMPLOYMENT***

The purpose of a trial employment is to determine if the employee is capable of performing the essential duties of the position with or without accommodation.

## **REASONABLE ACCOMMODATION PROCESS**

### *For department managers and supervisors*

A reasonable accommodation is a logical adjustment to the job that allows a person with a disability to perform the essential functions of the position.

A reasonable accommodation applies to any adjustment which allows the person to participate in any and all aspects of the employment process, including recruitment, application and promotion, as well as all other employee privileges and benefits.

Additionally, a reasonable accommodation does not impose undue hardship on the operation of the employer's business.

The purpose of a reasonable accommodation is to retain productive employees and to meet legal obligations of employment.

### **EXAMPLES OF ACCOMMODATIONS**

- Modified work schedules
- Job restructuring
- Job-site modifications
- Reassignment to a vacant position through Special Selection
- Support services
- Modifying exams and training materials
- Providing readers and interpreters
- Auxiliary aids, equipment or devices
- Barrier removal:
  - Architectural barriers
  - Program access (i.e., correcting barriers to participation in programs, activities, services, employment and recreation)
- Leave of absence

## **Accommodation Process**

*A Health Care professional provides information regarding any functional limitations to the manager/supervisor.*

*The manager/supervisor interacts with the employee to explore the feasibility of the request for a reasonable accommodation.*

*Disability Management Services (DMS) assists with this interactive process and with medical clarification.*

### **STEP 1**

#### **Accommodation within Current Job**

- Employee requests accommodation or the manager becomes aware of a need to accommodate.
- Department consults with appropriate Human Resources units as needed.
- Employee provides medical documentation and the supervisor and employee review any functional limitations which the employee's medical condition creates.
- Supervisor reviews essential and non-essential job tasks. Supervisor explores, with the employee, the ability to perform the essential functions within current job with reasonable accommodation.
- Employee and supervisor interact to identify a reasonable accommodation or available alternatives. Cooperatively they assess the effectiveness of each potential accommodation.
- Department provides reasonable accommodation.
- If on leave, employee returns to work.
- All actions are to be documented on the Reasonable Accommodation Record of Action form per UCD Policy #81 Exhibit A.
- If unable to accommodate, the department contacts DMS.
- Each step should be documented.

## STEP 2

### **Alternate job Search within Department**

- If no modifications of the current position are possible, the supervisor reviews skills, resume, and application with the employee and with other department managers to determine if an alternate position can be made available within the department. Disability Management Services assists with this processes if needed.
- Department identifies a position and discusses with employee.
- Department consults with appropriate Human Resources units as needed.
- Employee reviews position with treating physician. Employee brings medical release to the department.
- Department consults with Compensation Services.
- Department offers employee the alternate position. If needed, Disability Management Services is contacted to discuss a trial employment.
- If on leave, employee returns to work.
- If no position is identified, proceed to Step 3.
- Each step should be documented.

## **STEP 3**

### **Job Search within College**

- If unable to locate any position within the department, the department contacts Disability Management Services. DMS communicates with Chair/MSO, Supervisors, and College Personnel Office.
- Department consults with appropriate Human Resources units as needed.
- Department conducts a job search within the college with the assistance of Disability Management Services.
- Department or DMS determines if the employee has Internet access (if on leave) so he/she can review potential positions.
- Department identifies a position.
- Employee reviews position with treating physician. Employee brings medical release to the department.
- Position is offered. If needed, Disability Management Services is contacted to discuss a trial employment.
- DMS informs the department of new position.
- If on leave, employee returns to work.
- If no position is identified, proceed to Step 4.
- Each step should be documented.

## **STEP 4**

### **Job Search within University**

- If unable to locate any position within department or college, Disability Management Services reviews employee's job history to determine skills for alternate positions within the University and eligibility for Special Selection.
- Disability Management Services coordinates with all appropriate college units.
- Employee is actively involved in job search campus-wide (30 days at least) working closely with a Disability Management Services counselor.
- Disability Management Services consults with appropriate Human Resources units as needed.
- New department offers position or a trial employment is developed if necessary.
- Employee reviews position with treating physician. Employee brings medical release to the department.
- DMS informs previous department of new position.
- If on leave, employee returns to work.
- If no position is identified, department consults with DMS regarding future steps.
- Each step should be documented.

## Resources

- PPSM Policy#81 – Reasonable Accommodation  
<http://manuals.ucdavis.edu/spp/spp-toc.htm>
- EEOC Guidelines: <http://www.eeoc.gov/docs/accommodation.html>
- Fair Employment & Housing Act: <http://www.dfeh.ca.gov>
- Job Accommodation Network: <http://janweb.icdi.wvu.edu>

## Contacts

- Disability Management Services 752-6019
- Vocational Rehabilitation Counselors:
  - Fredna Karneges, M.S., C.R.C. 752-6008  
David Ritz, M.S., C.R.C. 752-7227

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