

INTERACTIVE ADA ACCOMMODATION PROCESS

OVERVIEW

The purpose of the ADA Process is to engage in an interactive dialogue for the **purposes of enabling an employee to perform their usual and customary duties** with or without accommodation.

If you wish to engage in this process, complete this

[ADA Intake Packet](#)



**Human
Resources**

**If the
request is
medically
supported**

If the employee does **not have a disability**, as defined by the ADA, or the request is not medically supported, the ADA process will not be continued. Employees who are unable to work may apply for one of the available leaves.

[Leave Chart](#)

**1.
EMPLOYEE REQUESTS
ACCOMMODATION BY
COMPLETING PART A:
EMPLOYEE STATEMENT.**

Employee obtains the
Physician's Statement: Part C
and submits to HRSD

HRSD obtains Part B:
Supervisor's Statement

**THE INTERACTIVE MEETING WILL BE SCHEDULED
WHEN ALL DOCUMENTS HAVE BEEN RECEIVED.
EMPLOYEES MAY BRING A REPRESENTATIVE.**

INTERACTIVE ADA MEETING

The HR Representative meets with the employee, their representative and the employee's supervisor. The ADA process will be explained and the completed forms (Parts A/ B/C) will be reviewed. The discussion will focus on the essential functions of the employee's job, the medical condition restrictions as it pertains to the essential job functions, and the accommodations sought to enable the employee to perform their duties.

Can the employee be accommodated in their usual and customary position without causing undue hardship?

No

Alternative vacant positions will be reviewed to determine if an employee can be accommodated in a lateral or lower position classification.

Employee cannot be accommodated in an alternative position.

Employee may take an available leave option
Leave Chart

Employee **CAN** be accommodated in an alternative position.

Yes

Employee returns to work with accommodations.

For more on the accommodation process, please visit www.askjan.com

Questions about accommodation and COVID-19? This article provides a brief overview: <https://askjan.org/topics/COVID-19.cfm>

[Link to the District process](#)

Leave of absence information- please email Loa@sandi.net