

Interactive Process WorkSheet

Reasonable Accommodation Worksheet for Qualified Employees with Disabilities

This document is to be completed by the Human Resources Department when employees request accommodations for disabilities or when a release to work with restrictions is received.

Employee Name: _____

Employee Request

1. Date of request: _____
2. Details of employee's request or statement regarding accommodation or limitation or when a release to return to work with restrictions is received: _____

3. To whom was request or statement made? _____
4. Was request or statement made verbally or in writing? (If in writing, please attach the written request/statement) _____

Interactive Process

1. Date of conversation: _____
2. Names and titles of people present at conversation: _____

3. Details of conversation (Please include the statements made and questions asked by both the employee and the employer's representative(s). Please also attach any documents that were reviewed or discussed.): _____

(If the interactive process entailed more than one conversation with the employee, please use this page to memorialize the additional conversations)

1. Date of conversation: _____
2. Names and titles of people present at conversation: _____

3. Details of conversation (Please include the statements made and questions asked by both the employee and the employer's representative(s). Please also attach any documents that were reviewed or discussed.): _____

1. Date of conversation: _____
2. Names and titles of people present at conversation: _____

3. Details of (Please include the statements made and questions asked by both the employee and the employer's representative(s). Please also attach any documents that were reviewed or discussed.): _____

Reasonable Accommodation

1. Did the employee propose a specific accommodation? If yes, what was the proposed accommodation?

2. Would the employee’s proposed accommodation impose an undue hardship? And why? (see page.4)

3. Was a reasonable accommodation offered to the employee?

4. If a reasonable accommodation was offered to the employee, please provide details of the accommodation:

5. If a reasonable accommodation was offered to the employee, what was the employee’s response? _____

6. If no reasonable accommodation was offered to the employee, please provide the reason(s) why no accommodation was offered:

7. Provide time, date and information provided to supervisor that is necessary to implement any reasonable accommodation (do not share medical information with supervisor):

Please note: You are required to consult with your assigned employment lawyer in the Legal Department before determining that a reasonable accommodation cannot be made.

Prepared by: _____

Title: _____

Date document completed: _____

File this and accompanying documents in employee’s medical/employee health file

Things to consider when pushing back on ADA Accommodation Request as an undue hardship:

1. An employer does not have to provide a reasonable accommodation that would cause an “undue hardship” to the employer. Generalized conclusions will not suffice to support a claim of undue hardship. Instead, undue hardship must be based on an individualized assessment of current circumstances that show that a specific reasonable accommodation would cause significant difficulty or expense. A determination of undue hardship should be based on several factors, including:
 - the nature and cost of the accommodation needed
 - the overall financial resources of the facility making the reasonable accommodation; the number of persons employed at this facility; the effect on expenses and resources of the facility
 - the overall financial resources, size, number of employees, and type and location of facilities of the employer (if the facility involved in the reasonable accommodation is part of a larger entity)
 - the type of operation of the employer, including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the employer
 - the impact of the accommodation on the operation of the facility
2. If an employer determines that one particular reasonable accommodation will cause undue hardship, but a second type of reasonable accommodation will be effective and will not cause an undue hardship, then the employer must provide the second accommodation.
3. An employer cannot claim undue hardship based on employees' (or customers') fears or prejudices toward the individual's disability. Nor can undue hardship be based on the fact that provision of a reasonable accommodation might have a negative impact on the morale of other employees. Employers, however, may be able to show undue hardship where provision of a reasonable accommodation would be unduly disruptive to other employees' ability to work.