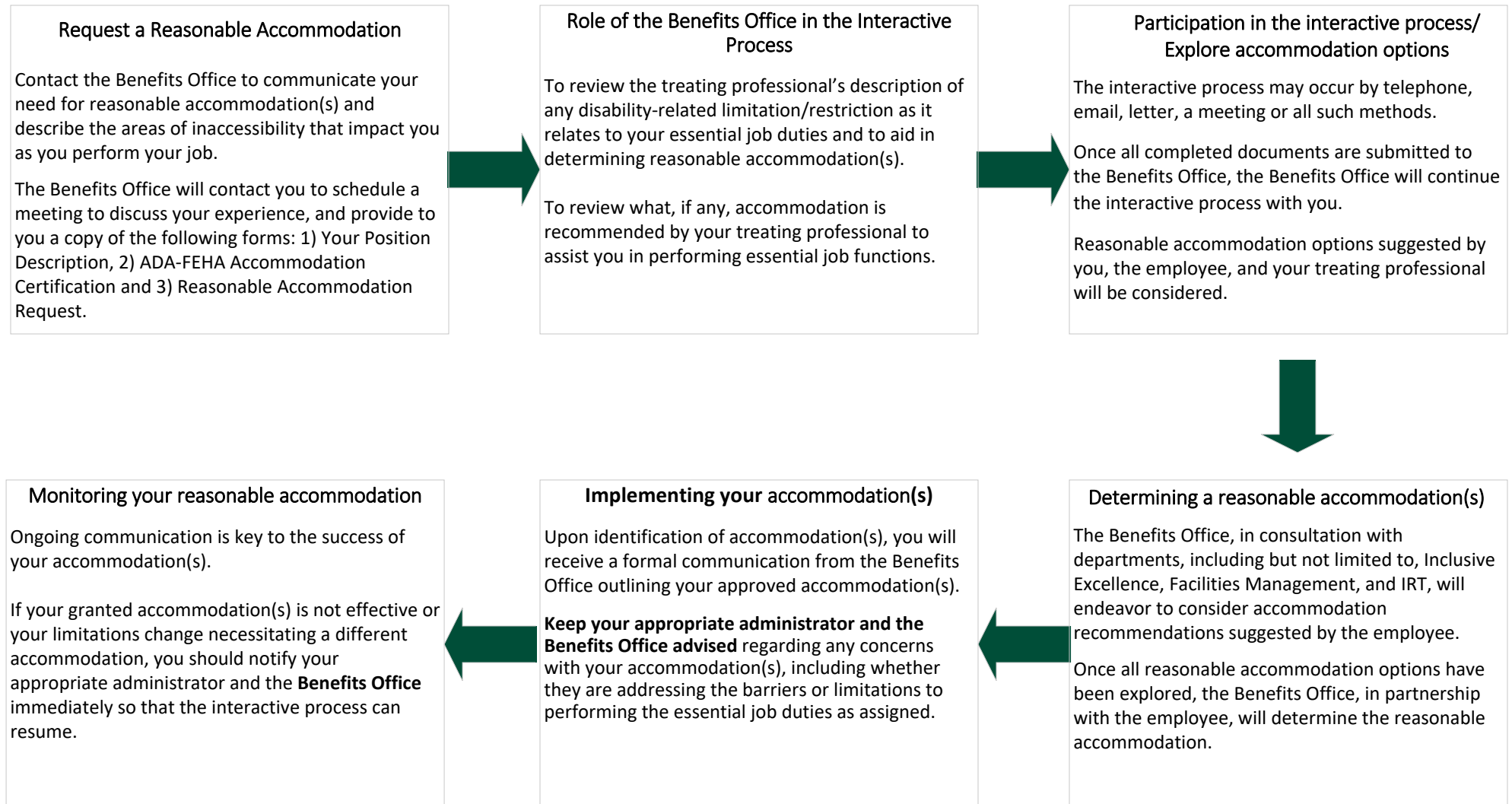


SACRAMENTO STATE INTERACTIVE PROCESS FOR REQUESTING REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES

The interactive process requires an individualized assessment of each request. This chart provides a framework of the steps taken in most cases, but individual cases may vary. If you have any questions, please contact the Benefits Office at 916-278-6213 or benefits@csus.edu.



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Request a Reasonable Accommodation

Contact the Benefits Office to communicate your need for reasonable accommodation(s) and describe the areas of inaccessibility that impact you as you perform your job. The Benefits Office will contact you to schedule a meeting to discuss your experience and provide to you a copy of the following forms: 1) Your Position Description, 2) ADA-FEHA Accommodation Certification and 3) Reasonable Accommodation Request.

Role of the Benefits Office in the Interactive Process

To review the treating professional's description of any disability-related limitation/restriction as it relates to your essential job duties and to aid in determining reasonable accommodation(s). To review what, if any, accommodation is recommended by your treating professional to assist you in performing essential job functions.

Participation in the interactive process/Explore accommodation options

The interactive process may occur by telephone, email, letter, a meeting or all such methods. Once all completed documents are submitted to the Benefits Office, the Benefits Office will continue the interactive process with you. Reasonable accommodation options suggested by you, the employee, and your treating professional will be considered.

Determining a reasonable accommodation(s)

The Benefits Office, in consultation with departments, including but not limited to, Inclusive Excellence, Facilities Management, and IRT, will endeavor to consider accommodation recommendations suggested by the employee. Once all reasonable accommodation options have been explored, the Benefits Office, in partnership with the employee, will determine the reasonable accommodation.

Implementing your accommodation(s)

Upon identification of accommodation(s), you will receive a formal communication from the Benefits Office outlining your approved accommodation(s). Keep your appropriate administrator and the Benefits Office advised regarding any concerns with your accommodation(s), including whether they are addressing the barriers or limitations to performing the essential job duties as assigned.

Monitoring your reasonable accommodation

Ongoing communication is key to the success of your accommodation(s). If your granted accommodation(s) is not effective or your limitations change necessitating a different accommodation, you should notify your appropriate administrator and the Benefits Office immediately so that the interactive process can resume.