

## REASONABLE ACCOMMODATION

### SACRAMENTO STATE INTERACTIVE PROCESS FOR REQUESTING REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

#### What is a reasonable accommodation?

Under the California Fair Employment and Housing Act (“FEHA”) and the Federal Americans with Disabilities Act (“ADA”), reasonable accommodations are defined as modifications or adjustments to the work environment, or to the manner or circumstances under which a position is customarily performed, that enables a qualified individual with a disability to perform the essential functions of that position.

#### Who qualifies for a reasonable accommodation?

Under both FEHA and the ADA, Sacramento State is committed to providing reasonable accommodation(s) to any person with disabilities (as assessed through an interactive process) unless to do so would cause an undue hardship to the institution. The institution will arrange accommodations for any employee who has the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with reasonable accommodations, can perform the essential functions of the position.

#### What is the interactive process?

To determine appropriate accommodation(s), the employee and Sacramento State will engage in a meeting to identify the areas of inaccessibility in the employee’s position, work space, and in physical spaces around the institution. This process should identify the precise barriers and limitations resulting in a need for disability-related accommodations. In essence it means timely, good faith communication between the supervisor, Human Resources, and the employee or (when necessary) a representative, to identify areas of inaccessibility and what accommodations need to be arranged for the employee to perform the basic functions of their job. The employee may identify a representative as part of the interactive process due to disability or other circumstances.

#### How do I go about requesting reasonable accommodation(s) and what are my responsibilities in the process?

The following provides guidance on the interactive process as well as your responsibilities:

#### Applicants for Employment

Applicants who identify an area of inaccessibility and need accommodation(s) during the application process should contact the Benefits Office by e-mail at [benefits@csus.edu](mailto:benefits@csus.edu) or by telephone at (916) 278-6213. The Benefits Office may work with Employment Services, Inclusive Excellence, and the hiring department to review accommodation requests.

## Current Employees

### 1. Request a reasonable accommodation(s).

Step 1: 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. You can contact us in three ways: e-mail at [benefits@csus.edu](mailto:benefits@csus.edu), by telephone at (916) 278-6213, or in-person. The Benefits Office is located in Del Norte Hall 3004.

Step 2: The Benefits Office will contact you to schedule a meeting to discuss your experience. It is the Benefits Office responsibility to provide a copy of your Position Description Form, an ADA-FEHA Accommodation Certification form and a Reasonable Accommodation Request form.

Step 3: Submit the ADA-FEHA Accommodation Certification form and your current position description to your treating professional. Have your treating professional review your Position Description and complete the ADA-FEHA Accommodation Certification form.

- Note: You/your treating professional are not required to disclose your disability (diagnosis), only any limitations/restrictions that necessitate accommodation.

Step 4: Contact your appropriate administrator to let them know that you are participating in the interactive process.

Step 5: Complete the Reasonable Accommodation Request form, and return along with the the completed ADA-FEHA Accommodation Certification form, within fifteen (15) calendar days, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, directly to the Benefits Office for review. Do not submit the ADA-FEHA Accommodation Certification form, or any medical notes, to your appropriate administrator/department.

### 2. Role of the Benefits Office in the Interactive Process

- (1) 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);
- (2) To review what, if any, accommodation is recommended by your treating professional to assist you in performing essential job functions.

Note: If the information on the ADA-FEHA Accommodation Certification form is incomplete or does not provide enough information for the Benefits Office to make a determination, you will be made aware of any deficiencies and provided reasonable time to seek additional information from your treating professional.

### 3. Participation in the interactive process/Explore accommodation options

- A. The interactive process may occur by telephone, email, letter, a meeting or all such methods, depending on the needs of the employee, appropriate administrator, and/or Benefits Office.
- B. Once all completed documents are submitted to the Benefits Office, the Benefits Office will continue the interactive process with you, the employee. At this point, your appropriate administrator will be invited to the process to discuss your essential job functions, any areas of inaccessibility, be those due to medical or physical restrictions/limitations or the environment in which the work is performed, and the ways in which the employee may be accommodated.
  - The requesting employee is invited to suggest reasonable accommodation options.

- Reasonable accommodation options suggested by your treating professional will be considered.
- If restrictions/limitations are such that the essential functions of the job cannot be performed with or without accommodation, alternatives will be discussed.

#### 4. **Determining a reasonable accommodation**

- A. The Benefits Office, in consultation with departments, including but not limited to, Inclusive Excellence, Facilities Management, and Information Resources & Technology, will endeavor to consider reasonable accommodation recommendation requests suggested by the employee.
- B. Review and understand information about your request.
- C. Once all reasonable accommodation options have been explored, the Benefits Office, in partnership with the employee, will determine the reasonable accommodation.
- D. The ultimate determination of the reasonable accommodation will be determined by the Benefits Office, and will be based on all information provided as a justification for the reasonable accommodation, including but not limited to campus/workplace impact.

#### 5. **Implementing your accommodation(s)**

- A. Upon identification of accommodation(s), you will receive a formal communication from the Benefits Office outlining your approved accommodation(s). Your appropriate administrator will be copied on the approval to ensure that your department is aware of your accommodation(s).
- B. **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.

#### 6. **Monitoring your reasonable accommodation**

- A. 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.

#### 7. **Discrimination, Harassment & Retaliation**

- A. Sacramento State is committed to providing support and accommodation(s) to persons with disabilities, that conforms to federal and state disability laws. If you believe you have experienced discrimination, or retaliation based on your disability, you should complete and submit the [Discrimination, Harassment and Retaliation Reporting Form](#) to the Office of Equal Opportunity. General dissatisfaction with an accommodation decision is not grounds for a complaint.