



California State University, Sacramento
Office for Equal Opportunity
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SACRAMENTO STATE

ADA/FEHA DISABILITY – REASONABLE ACCOMMODATION – INTERACTIVE PROCESS

Sacramento State provides reasonable accommodations for employees, including applicants for employment, with sensory, mental or physical disabilities. A reasonable accommodation is an accommodation that enables (1) applicants to apply for vacant positions or employees to perform the essential functions of their position, (2) is medically necessary, (3) and does not create an undue hardship.

It is your responsibility to contact the Office for Equal Opportunity and request an accommodation. You are not required to disclose to your immediate supervisor the medical basis for a requested accommodation. If additional information is needed to respond to your request, the University may request that you ask your health care provider to confirm your disability and/or the need for the requested accommodation.

Medical records are confidential and are maintained in the Office for Equal Opportunity, not in departmental files.

To request an accommodation, or if you have questions regarding the accommodation process (including requests for accommodation related materials in an alternative format, interpreters, etc.), please contact the Office for Equal Opportunity by phone at **(916) 278-5770**, by fax at **(916) 278-3411**, by email at equalopportunity@csus.edu, or by campus mail to campus zip **6032**.

For workstation ergonomic evaluations **unrelated to a sensory, mental or physical disability**, please contact Environmental Health & Safety at **(916) 278-6456** or visit their website at <http://www.csus.edu/aba/ehs/ergonomics/index.html> to learn more about ergonomic resources. You do not need to go through the accommodation process for a standard ergonomic evaluation. **Please note that the Ergonomic Evaluation Process is different than, and separate from, the ADA/FEHA Reasonable Accommodation process. Office equipment identified as necessary through the Ergonomic Evaluation process is the responsibility of the employee's department, unless the employee has a qualifying disability and the equipment addresses the employee's limitations. That determination will be made through the interactive process.**

Summary: Learn about your role as an employee in requesting and obtaining a reasonable accommodation if you are or become disabled and need some form of assistance to do your job.

I. What is a reasonable accommodation? Under the California Fair Employment and Housing Act (“FEHA”) and the federal Americans with Disabilities Act (“ADA”), “reasonable accommodation” is defined as modifications or adjustments to the work environment, or to the manner or circumstances under which a position is customarily performed, that enable a qualified individual with a disability to apply for, or perform the essential functions of, that position.

II. Who is entitled to a reasonable accommodation? Under both FEHA and the ADA, Sacramento State must provide a reasonable accommodation to a “qualified individual with a disability” unless to do so would cause an undue hardship. A “qualified individual with a disability” is an applicant or 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 or without reasonable accommodation, can perform the essential functions of the position.

III. What is the interactive process? The Interactive Process is an informal process with the applicant or employee in need of the accommodation. This process should identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations. In essence, it means a timely, good faith communication between the employer and applicant/employee or, when necessary because of the disability or other circumstances, the applicant or employee’s representative, to explore whether or not the applicant/employee needs reasonable accommodation to apply for or perform the essential functions of the job, and, if so, how the applicant/employee can be reasonably accommodated. The interactive process may occur by telephone, email, letter, a meeting, or all such methods, depending on the complexity of the requested accommodation.

IV. How do I go about asking for a reasonable accommodation and what are my responsibilities in the process?

Generally, an applicant or employee must let the Employer know that they need an adjustment or change concerning some aspect of the application process, the job, or a benefit of employment for a reason related to a medical condition. An applicant or employee may contact the Office for Equal Opportunity and request a reasonable accommodation at any time, orally or in writing.

- Inform your supervisor or the OEO of the physical or mental difficulties you are experiencing or will experience in performing your job as a result of the restrictions/limitations of a disability.
- For non-obvious conditions, obtain an ADA/FEHA Reasonable Accommodation Certification Form from the OEO. For applicants, or employees with obvious conditions, please contact the OEO for information on how to proceed.
- Request that your health care provider review complete the ADA/FEHA Reasonable Accommodation Certification Form. The Certification form outlines your restrictions/limitations associated with your disability. Your health care provider may wish

to recommend possible accommodations. This form is necessary to determine: (1) if you are a qualified individual with a disability entitled to a reasonable accommodation and (2) what, if any, accommodation is recommended by your health care provider to enable you to perform your essential job functions.

- Return the completed ADA/FEHA Reasonable Accommodation Certification Form to the OEO.
- Participate in good faith the interactive process with the OEO and your supervisor.