

HR now processing DHS staff reasonable accommodation requests

Effective June 18, the Office of Human Resources is processing all DHS staff reasonable accommodations requests. Submit requests and supporting medical documentation to your county director to begin the process. A new procedure and new form are now being developed for DHS employees. The designated HR reasonable accommodation coordinator is [Jean Ann Stacey](#), who can be reached at (517) 335-3521. DHS Form-4428 is no longer necessary for ergonomic requests. Please complete a Request for an “At-Risk” Assessment form and the “At Risk” Disclosure Statement (Form DMB-OSE 2209 02-2006) on the [Office of State Employer website](#).

Contact [Kristen Hinton](#) for assistance at (517) 335-4678. Pending reasonable accommodation requests will continue to be processed by the Office of Equal Opportunity and Diversity Programs, which can be reached at (517) 373-8520.