

**Treasury Documentation****Subject:** Reasonable Accommodation Requests, Process**For:** EMPLOYEE HANDBOOK  
SAFETY AND HEALTH HANDBOOK**Also See:** BT-03042;  
ET-03081, 121, 139**Identification** PT-03140  
Procedure  
**Effective Date** 12-1-2009  
**Replaces** PT-03140 (12-1-2005)

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Employee or  
Supervisor**Notes:** Reviews Policy ET-03121 on Treasury's Intranet for definition of qualified individual with disability under the Americans With Disabilities Act (ADA).

Requests for standard ergonomically correct office equipment should be handled by divisions through regular purchasing channels. Reasonable accommodation requests for other types of office equipment should only be made in ADA circumstances. (Sees Policy ET-03139 in the Supervisor Handbook on Treasury's Intranet.)

Employee

1. Determines need to request reasonable accommodation for a disability in order to continue performing the essential duties of job.
2. Discusses accommodation needs with Supervisor and determines whether request can be handled informally through the office/division, or whether request should be filed on form CS-1668 DISABILITY ACCOMMODATION REQUEST BY EMPLOYEE and processed according to Civil Service guidelines.

**Informal Request**

Supervisor

3. Approves request if agreeable to all parties, with or without modification, based on office/division policy and knowledge of Employee's functional limitation requiring accommodation.
  - A. Informs ADA Coordinator of action taken.
4. Makes necessary arrangements to implement accommodations directly.

**WHEN: No Later Than 10 Working Days After Implementing Accommodation**

5. Follows up with Employee to determine if accommodation met objectives of Employee.
  - A. If objectives not met, determines if further action should be taken.

**Or**

- B. If objectives are met, documents the described need and accommodation measures taken, then ends this Procedure.

**Formal Request**

Employee

6. Contacts ADA Coordinator at (517) 373-3172 to request proper forms to submit reasonable accommodation request.
7. Completes CS-1668 and At Risk Disclosure Statement.

**Note:** All medical documentation and information shall remain confidential to the extent allowed by law, and kept separately from general personnel files. Information obtained or generated in processing an accommodation request may be released to individuals or agencies participating in the evaluation or provision of the accommodation, and may not be used in any way to discriminate against an Employee.

8. Makes copy of all documents and forwards completed forms to Supervisor.
  - A. If the Employee prefers, forwards forms directly to ADA Coordinator and goes to step 10.
9. Reviews CS-1668 and attachments.

Supervisor

- A. Sends CS-1668 and attachments to ADA Coordinator.

**Note:** Maintains strict confidentiality with all information received. All questions should be referred to the ADA Coordinator.

ADA Coordinator

10. Reviews CS-1668 and attachments for clarity and completeness.
  - A. Discusses with Employee's Supervisor viable options available.
  - B. If needed, requests Employee to provide additional medical documentation of limitation(s) and/or specific accommodations that would be required to enable Employee to continue performing essential functions of his or her job.
11. If necessary, requests services and/or recommendations from outside consultants (e.g., Michigan Rehabilitation Services).
  - A. If written recommendation is received from consultant, discusses with Employee and Employee's Supervisor.

ADA Coordinator  
(cont.)

12. If determined that equipment and/or work station adjustment(s) is needed, completes and submits order(s).

**WHEN: No Later Than 45 Days From Receipt of CS-1668**

13. Completes Part A of form CS-1669 RESPONSE TO DISABILITY ACCOMMODATION REQUEST for written record of action(s) taken or not taken.

A. If approving request, checks Approved box in Part 7 of CS-1669 describing resolution final disposition.

B. If denying request, checks Denied box and gives reason for denying request. (Sees Policy ET-03081 in the Employee or Safety and Health Handbooks on Treasury's Intranet for acceptable reasons.)

14. Sends CS-1669 to Employee's and Supervisor.

Supervisor

15. Reviews ADA Coordinator's response on CS-1669.

Employee

16. Reviews ADA Coordinator's response on CS-1669.

A. If in agreement with response, checks the Agree box and enters signature and date in Part B of CS-1669.

B. If not in agreement with response, checks the Disagree box, gives reason for disagreement, and enters signature and date in Part B of CS-1669.

**Note:** If request has been denied, Employee may submit another CS-1668 with new information and/or documentation for consideration.

17. Retains copy of CS-1669 and sends original to ADA Coordinator.

ADA Coordinator

18. Logs the date CS-1669 was returned.

19. Files original CS-1668 and CS-1669 in Employee's file.

**WHEN: No Later Than 30 Calendar Days After Implementing Accommodation**

20. Pulls Employee's file, completes Part A of form CS-1670 EVALUATION OF DISABILITY ACCOMMODATION with information from Employee's file and/or log, and describes accommodation provided, including estimated cost(s).

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| ADA Coordinator<br>(cont.) | 21. Retains copy of CS-1670 in Employee's file and sends original CS-1670 with cover memo to Supervisor.   |
|                            | 22. Logs date CS-1670 was sent.  |
| Supervisor                 | 23. Gives CS-1670 to Employee to review and complete Part B.   |
| Employee                   | 24. Completes Part B of CS-1670 and states whether:<br><ul style="list-style-type: none"><li>A. Accommodation met objectives</li><li>B. Modifications were needed</li><li>C. Accommodations are still needed.</li></ul>  |
|                            | 25. Returns original CS-1670 to Supervisor.  |
| Supervisor                 | 26. Completes Part C of CS-1670 and describes how accommodation helped Employee perform duties and tasks of his or her job.  |
|                            | 27. Returns original CS-1670 to ADA Coordinator.   |
| ADA Coordinator            | 28. Reviews Employee and Supervisor responses on CS-1670, notes final disposition of the request, and enters signature and date on Part D of CS-1670.<br><ul style="list-style-type: none"><li>A. If further accommodations are needed, provides necessary modifications or alternative solutions.</li></ul> |
|                            | 29. Sends copies of completed CS-1670 to Supervisor and Employee.  |
|                            | 30. Sorts all forms and paperwork for completed accommodation request in date order (oldest on bottom to most current).  |
|                            | 31. Enters Employee information from file into the Reasonable Accommodation database.  |
|                            | 32. Files Employee's file in Closed files.   |

**End**