

## DVR Customer Job Seeker Accommodation Worksheet

DVR COUNSELOR'S NAME
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DVR customers may negotiate worksite accommodation requests on their own behalf, or with the assistance of DVR if requested. To support customers as they make determinations about the accommodations they request from an employer, DVR offers this worksheet as a resource to brainstorm specific reasonable accommodations and documentation that may help support a customer as they negotiate reasonable accommodation requests. Customers and counselors may discuss the information that the customer provides to help shape the customer's negotiation.

DVR Customer's Name:	
<b>What is my disability and how does it affect me (what are my functional limitations)?</b>	<b>What can I do for myself to manage my disability?</b>
<b>What can an employer do to help me continue to perform the essential duties of the job? (What accommodations would be helpful?)</b>	<b>If needed, which medical professional can provide a letter or documents to support an accommodation request?</b>

See reverse side for examples of reasonable accommodations and links to more resources.

## Requesting an Accommodation

### How do I request an accommodation?

According to the EEOC, you only have to let your employer know that you need an adjustment or change at work for a reason related to a medical condition. You can use "plain English" to make your request and you do not have to mention the ADA or use the phrase "reasonable accommodation."

Requests for reasonable accommodation do not have to be in writing so you can request accommodations in a face-to-face conversation or using any other method of communication. However, you may want to put your request in writing even if your employer does not require it.

### Do I have to tell my employer that I have a disability?

Under the ADA, employers are only required to provide accommodations for employees who are experiencing workplace problems because of a disability. Therefore, unless you let your employer know that you have a disability, the employer is not obligated to consider accommodations under the ADA.

### How much medical information do I have to provide to my employer?

Some employees do not want to give their employers a lot of details about their disability. You may want to start by telling your employer what you are having trouble doing, that the problem is related to a disability, and what your accommodation ideas are. Some employers will not ask for more information. However, employers have the right to request additional medical information when an employee requests an accommodation and if you do not provide it, the employer can deny your accommodation request. When an employee requests an accommodation and the disability or need for accommodation is not obvious, an employer may require that the employee provide medical documentation to establish that the employee has an ADA disability and needs the requested accommodation.

### What accommodations can I request?

In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Under the ADA, employers are required to provide "reasonable" accommodations for employees with disabilities. Therefore, you can request any accommodation that is considered "reasonable." Here are some examples of reasonable accommodations from the EEOC:

- making existing facilities accessible
- acquiring or modifying equipment
- providing qualified readers or interpreters
- reassignment to a vacant position
- medical leave

The following are not considered forms of reasonable accommodation and therefore not required under the ADA:

- removing or eliminating an essential function from a job
- lowering production standards
- providing personal use items such as a prosthetic limb, a wheelchair, eyeglasses, hearing aids, or similar devices if they are also needed off the job

The only limitation on an employer's obligation to provide reasonable accommodations is that no such change or modification is required if it would cause "undue hardship" to the employer. "Undue hardship" means significant difficulty or expense and focuses on the resources and circumstances of the particular employer in relationship to the cost or difficulty of providing a specific accommodation. An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.

Information above adapted from the Job Accommodation Network resource, "Employees' Practical Guide to Requesting and Negotiating Reasonable Accommodations Under the American with Disabilities Act." For more information, including example situations and a sample accommodation request letter, see the resources in the JAN Workplace Accommodation Toolkit online at <https://askjan.org/toolkit/index.cfm>.

The Job Accommodation Network is a service of the Office of Disability Employment Policy of the U.S. Department of Labor.