



NOCCCD Guide for Reasonable Accommodations

Accommodation requests are processed through the Office of Human Resources to ensure federal and state legal compliance and consistency in accordance with [Title I, Americans with Disabilities Act \(ADA\)](#) and the [California Fair Employment and Housing Act \(FEHA\)](#).

Employees who believe they have a disability and require workplace accommodations under federal or state law need to obtain medical verification of their disability from their doctor. **This note should not contain diagnosis or medical condition.** The Office of Human Resources requires specific functional work limitations only. The goal of this process is to collaboratively identify reasonable accommodation(s) which will enable the employee to perform the essential functions of their position.

Once all required documentation is received and reviewed, the Office of Human Resources will schedule a meeting with the employee, supervisor, and a representative from Human Resources, to engage in the good faith interactive process. The determination of a reasonable accommodation is made on a case-by-case basis through the interactive accommodation process. The following guide provides information on how an employee may request workplace accommodations.

Getting Started

Obtain and Provide Requested Information

To have a meaningful and productive interactive meeting, please work with your physician to review and complete the required [Physician's Statement Form](#) and submit to the Office of Human Resources. This form will provide clarification of work restrictions/limitations and provide a response so that Human Resources understands your current functional work limitations. If your physician has their own form, please submit that information along with your request.

This note should not contain diagnosis or medical condition.

The District will not request any protected or private medical information from the employee or their healthcare provider that relates to medical diagnosis, treatment plan, medications or genetic information of the individual. Medical or healthcare information provided to the District in connection with the interactive process will be kept confidential in a file separate from the employee's personnel file and shared only with persons who need to know the information in making a reasonable accommodation determination or as permitted or required by law.



Initiating the Interactive Meeting Process (IMP)

Request a Workplace Accommodation

To request a workplace accommodation for a disability or medical condition, please submit a completed Physician's Statement Form (which must include your physician's signature), and any additional supporting documentation, to the Office of Human Resources at hr-accommodations@nocccd.edu or fax to (714) 808-4802.

Please allow at least 2 workdays to process your request.

Interactive Meeting Process (IMP)

Participate in the IMP

Once all required documentation is received and reviewed, the Office of Human Resources will initiate the interactive meeting process (IMP) by coordinating a meeting with the employee, immediate supervisor, Human Resources representative, and a third-party disability compliance consultant (if necessary) to engage in the good faith interactive process to determine if a reasonable accommodation(s) can be provided.

Under the ADA/FEHA, the District is required to engage in a timely, good faith interaction process with employees who request or need reasonable accommodations.

The IMP is an ongoing dialog between the employee, immediate supervisor, Human Resources representative, and a third-party disability compliance consultant (if necessary) about possible options for reasonably accommodating the employee's disability. It may include but is not limited to, the following:

- ✓ *Identifying the job-related limitations by reviewing documented work restrictions/functional limitations and consulting with the employee for additional medical information they would like to address.*
- ✓ *Reviewing and identifying the essential functions of the position with conflicts with the functional limitations/work restrictions.*
- ✓ *Identifying possible reasonable accommodations through discussion between employee and employer representative, while assessing whether the proposed accommodations pose an undue hardship on the employer.*