

NOCCCD Guide for Reasonable Accommodations

All accommodation requests are processed through the Office of Human Resources to ensure federal and state legal compliance and consistency in accordance with Title I of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). If your accommodation request is based on an underlying medical condition, disability, or pregnancy, you will be asked to submit documentation from your health care provider. This note should not contain diagnosis or medical condition. The District only needs a list of your specific functional work limitations.

Once this request form is completed and your health care provider's note has been reviewed, the District will schedule a meeting with the employee and supervisor to engage in the good faith interactive process with employees requesting reasonable accommodations. 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

| Step 1 | Action |
|---|--|
| Obtain and Provide Requested Information | <p>In order to have a meaningful and productive Interactive Meeting, please work with your physician to review and complete the required <i>Physician's Statement Form</i>. This form will provide clarification of work restrictions/limitations and provide a response so the Office of Human Resources understands your current functional work limitations. To obtain this form, please click on the link below.</p> <p style="text-align: center;">Note: You and/or your physician should NOT include any diagnosis or symptoms, only functional work limitations as prescribed by the physician.</p> <p style="text-align: center;">Physician's Statement Form</p> |

Initiating the Interactive Meeting Process

| Step 2 | Action |
|--|---|
| Request a Workplace Accommodation | <p>Once you and/or your physician have completed the <i>Physician's Statement Form</i>, you may begin your request for workplace accommodation. The <i>Employee Accommodation Request Form</i> will ask you to provide more information to determine the precise limitations and identify potential reasonable accommodations. You will also be able to upload any medical notes and the required <i>Physician's Statement Form</i>.</p> <p>Under the ADA/FEHA, the Interactive Process requires an individualized assessment based on your specific needs, the essential job functions, and the employer's ability to reasonably accommodate your request.</p> |

Note: It is important that you do not begin this step until you have a physician's note **AND/OR** a completed Physician's Statement Form. Do not begin this process until you are ready to submit this form.

[NOCCCD Employee Reasonable Accommodation Request Form](#)

The Interactive Meeting Process

Step 3 Action

Engage in the Interactive Meeting Process with the Office of Human Resources

Once the Office of Human Resources receives your request and reviews all information submitted, we will contact you to schedule a date/time to begin the interactive process. Under the ADA/FEHA, the District is required to engage in a timely, good faith interactive process with employees who request or need reasonable accommodations.

During the interactive process, the Office of Human Resources will engage in an interactive dialogue process with the employee, their Immediate Management Supervisor, and a third-party disability compliance consultant to facilitate the accommodation request.

The Interactive Process is an ongoing dialogue between the employee and appropriate representatives of the District about possible options for reasonably accommodating the employee's disability. The Interactive Process includes, but is not limited to, the following:

- ✓ Identifying the job-related limitations by reviewing the 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 which conflict with the functional limitations/work restrictions.
- ✓ Identifying possible reasonable accommodations through discussion with the employee and employer representatives, while assessing whether or not the proposed accommodations pose an undue hardship on the employer.

For more information on Reasonable Accommodations, please visit the following:

[FEHA](#)

[EEOC](#)

[Americans with Disabilities Act](#)

Please allow up to 48 hours to process your request.

If you have any questions, please contact us at

hr-accommodations@nocccd.edu