



Personal Assistance Services (PAS) Procedures

Personal Assistance Services (PAS) is available to individuals with a targeted disability who require assistance performing basic daily living activities during work hours

Targeted Disability Defined: Targeted disabilities are a subset of the larger disability category. The federal government has recognized that qualified individuals with certain disabilities face significant barriers to employment beyond barriers faced by others in the larger disability category.

Eligibility for PAS

- Employee must be a person with a targeted disability
- Employee must be able to perform essential functions of their position, with or without a reasonable accommodation, but require PAS to perform personal care tasks

Requesting PAS

- Employees can request PAS through their supervisor or DPM
- Requests are handled similarly to reasonable accommodation requests

Interactive Process

- Supervisor engages in the interactive process with employee to assess needs
- Medical documentation may be requested

Reassignment

- If PAS cannot be provided, reassignment may be considered as a last resort.

Monitoring and Review

- Effectiveness of PAS is monitored to ensure it meets the employee's needs and remains effective. Adjustment can be made, as necessary.