



# Reasonable Accommodation Procedures

## For Employees

Ensure you are a qualified individual with a disability

- Your supervisor needs to know how you meet the definition of a qualified individual with a disability under the Rehabilitation Act

Prepare medical documentation\*

- Nature, severity, and duration of impairment
- Activity or activities that impairment limits
- Extent to which impairment limits ability to perform activity or activities
- Why you require a reasonable accommodation

Communicate with your supervisor

- The nature of the workplace that is generating the request
- What accommodation is needed to perform essential functions of the position
- Possible alternative accommodations that may be effective to meet your needs

Understand essential job functions

- Essential functions are the core duties of the employment position, does not include marginal functions of the position
- Determination of essential functions are conducted on case-by-case basis, so it reflects the job as performed, not the generic position description

Initiate RAR

- Initiate request via Envision portal
- Contact installation Disability Program Manager for assistance.