

**Management System:** Management System: Civil Rights and Diversity

**Subject Area:** Equal Employment Opportunity and Diversity

**Procedure:** Request Reasonable Accommodations

**Issue Date and  
Revision Number:**  
01/26/16      1

**Lead Subject Matter Expert:**  
Betsy Volk

**Management System Owner:**  
Regina Neal

**1.0 Applicability**

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) employees or their appropriate representatives, and applicants who wish to request an adjustment or change at work for reasons relating to a disability. This procedure also applies to supervisors who receive employee requests for reasonable accommodations.

For additional detailed information, refer to the EMCBC Reasonable Accommodation Guidance document, or contact the Assistant Director, Office of Civil Rights and Diversity (OCRD).

**2.0 Required Procedure**

<p><b>Step 1</b></p>	<ul style="list-style-type: none"> <li>a. An employee or his/her representative must inform his/her Supervisor, Reasonable Accommodations Coordinator (RAC), Equal Employment Opportunity (EEO) Manager, or Disability Program Manager, that an adjustment or change at work is needed to accommodate a disability. The request may be made orally, or in writing, by filling out a Request for Accommodation form. While the request can be made to any of the above listed, the supervisor is the approving official. If a Request for Accommodation form has not been completed by the employee, and an accommodation request has been made, it is recommended the employee document their request by filling out a Request for Accommodation form and submit it to their supervisor.</li> <li>b. If a Request for an Accommodation is made by an applicant for employment with the EMCBC or its Customer Sites they may request a reasonable accommodation by contacting the Human Resources Specialist listed within the vacancy announcement.</li> </ul>
<p><b>Step 2</b></p>	<p>The supervisor engages in an informal interactive process to identify the appropriate reasonable accommodation. The supervisor must acknowledge and respond to a request for reasonable accommodation with the employee within five (5) days of the</p>

	<p>request and act promptly to provide the reasonable accommodation if approved.</p> <p>If an applicant for employment requests reasonable accommodation during the application process, the EMCBC HR Specialist listed within the vacancy announcement will engage the applicant in an informal process to identify the appropriate reasonable accommodation, and notify the RAC of the request.</p>
<b>Step 3</b>	<p>During the accommodation process, the supervisor will coordinate with the RAC for:</p> <ul style="list-style-type: none"> <li>a. further guidance for questions about how to obtain the accommodation;</li> <li>b. if the accommodation is unknown to both the employee and supervisor</li> <li>c. when the accommodation has been made, complete the information report form.</li> </ul> <p>If a request is made through the Computer/Electronic Accommodations Program (CAP), the RAC will serve as the local Point of Contact, and be notified of the request by e-mail in addition to the supervisor and coordinate with the Office of Information Resource Management (OIRM) to make sure the equipment is compatible with existing infrastructure (if applicable).</p>
<b>Step 4</b>	<p>When a disability and/or need for accommodation is not obvious or otherwise already known, reasonable medical documentation may be required to support the existence of a disability and the need for the accommodation requested. This documentation must come from an appropriate medical professional to explain the nature of the disability and the need for reasonable accommodation, or to clarify how the requested accommodation will assist the employee to perform the essential functions of the job.</p>
<b>Step 5</b>	<p>If necessary, the supervisor may also confer with the OCRD and the Office of Human Resources for advisement.</p>
<b>Step 6</b>	<p>The supervisor approves or denies the request for reasonable accommodation within 30 business days absent expediting processing and extenuating circumstances as further defined in the EMCBC Reasonable Accommodation Guidance document.</p> <ul style="list-style-type: none"> <li>a. If the request for reasonable accommodation is denied, then the requestor must be notified in writing by the supervisor by completing a Denial of Accommodation Form, and the RAC copied by email of the denial, detailing the reasons for the denial within the 30 business days of the request.</li> </ul>
<b>Step 7</b>	<p>If the request is denied, the applicant or employee may file a written request for further reconsideration within ten (10) business days of the written denial with the EMCBC Director, or Deputy Director. The applicant's or employee's reconsideration request should include any additional information or supporting documentation not originally considered by the decision maker. The EMCBC Director or Deputy Director shall consider the request and respond, in writing, within 10 business days of the request for reconsideration. The time limit may be extended in extenuating circumstances.</p>

<b>Step 8</b>	The RAC must maintain records generated and comply with Equal Employment Opportunity reporting requirements.
---------------	--

### 3.0 References

- a) Section 501 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 791
- b) Americans with Disabilities Act of 1990, Titles I and V, as amended, 2008 (42 U.S.C. 12101, et seq.)
- c) Executive Order 13164 (July 26, 2000)
- d) 29 Code of Federal Regulations (C.F.R.) Part 1630
- e) EEOC Management Directive 715 (MD-715)
- f) DOE EMCBC Equal Employment Opportunity Program Policy
- g) DOE Procedures to Facilitate the Provision of Reasonable Accommodation Pursuant to Executive Order 13164
- h) Equal Employment Opportunity Commission (EEOC) Reasonable accommodation Web Sit
- i) Title VII of the Civil Rights Act of 1964
- j) EMCBC Guide to Reasonable Accommodations

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime or Non-Permanent, N/A)</b>
ADM 01-24-A	Reasonable Accommodation Request Records - General Files including procedures, instructions, directives, guidance	Reasonable Accommodation Coordinator (TBD)	N/A

	documents		
ADM 01-24-B	Reasonable Accommodation Request Records - Employee Case Files - Approved and Denied Request Files	Reasonable Accommodation Coordinator (TBD)	N/A
ADM 01-24-D	Reasonable Accommodation Request Records - Tracking System Records	Reasonable Accommodation Coordinator (TBD)	N/A

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Request Reasonable Accommodations**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

---

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	N/A 1 <sup>st</sup> Edition to meet EMCBC MS needs.	N/A	12/20/12
1	Revised Step 1, paragraph 1, and section a.	1	09/11/15
	Updated time deadline to complete the Reasonable Accommodation.	2	01/26/16