

Supervisors' Guidance on Reasonable Accommodations requests & implementation

Event: Employee submits a Reasonable Accommodations Request to supervisor

Supervisor's responsibility:

1. Provide the employee with the Reasonable Accommodations Request form available on the NPS EEO web site.
2. Confirm that the form is completed.
3. Sign and submit the form to EEO as soon as possible, NLT three calendar days.
4. Continue interactive communications with employee.

Event: EEO contacts you to schedule a Reasonable Accommodations Advisory Team (RAAT) meeting

Supervisor's responsibility: Schedule RAAT meeting as soon as possible, NLT five calendar days

Event: Reasonable Accommodations Advisory Team (RAAT) meeting

Supervisor's responsibility:

1. Be prepared to advise, is employee's disability obvious?
2. Be prepared to advise on any difficulties the request *would, not could* create.
3. Be prepared to offer alternative solutions that would effectively meet the employee's need.
4. Continue interactive communications with employee.

Event: EEO requests follow-up information at any point in the process

Supervisor's responsibility:

1. Acknowledge and respond to the request as soon as possible, NLT three calendar days.

Event: Notification that the accommodation request is granted

Supervisor's responsibility:

1. Acknowledge receipt of the notice, retain the notice separately from the employee's local personnel file, and implement the accommodation as described in the notice immediately
2. Copy EEO on correspondence regarding implementation of the accommodation
3. Keep EEO apprised if delays occur.
2. Advise EEO when the accommodation is completely provided and of any costs incurred.
3. Continue interactive communications with employee to ensure the accommodation is effective.
4. Advise EEO if there is any change in the employee's situation.

Event: Notification that the accommodation request is denied

Supervisor's responsibility:

1. Acknowledge receipt of the notice and retain the notice separately from the employee's local personnel file.
2. Refer employee questions to EEO