

Accommodations for Organizations Checklist

Intake & Confidentiality

- Provide a clear request process and contact
- Acknowledge receipt; safeguard medical information
- Identify essential job functions for the role

Interactive Process

- Meet with the employee to understand limitations and needs
- Request documentation only if necessary and appropriate
- Brainstorm options collaboratively and in good faith

Potential Accommodations

- Flexible schedule or breaks; part-time/modified hours
- Remote/hybrid options; location changes
- Ergonomic equipment, assistive tech, software tools
- Job restructuring or reassignment to a vacant role
- Leave of absence or intermittent leave
- Workspace adjustments (lighting, noise, scent)

Evaluation & Implementation

- Assess undue hardship (document factors considered)
- Pilot accommodation with clear success criteria
- Train the manager/team on expectations (need-to-know basis)
- Protect against retaliation; update performance plans as needed

Documentation & Follow-Up

- Record requests, decisions, and timelines
- Set 30/60/90-day check-ins to evaluate effectiveness
- Update accommodation as needs evolve; maintain confidentiality
- Stay current with ADA/ADAAA and state law; consult counsel when needed