



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