Reasonable Accommodation Process

What to expect for EMPLOYEES (Faculty/Staff)

1) Employee initiates request for reasonable accommodation

Employee makes a reasonable accommodation request based on a disability, a sincerely-held religious belief, or a pregnancy or lactation-related reason.

Employee may make the disclosure and/or request to a supervisor, leave administrator, HRBP, or OEO. *



2) OEO engages employee and department designee in the interactive process

OEO Accommodations Team engages <u>supervisor</u>, and HRBP if relevant, to examine employee's job description and essential job functions to assess reasonability of the requested accommodation.**

OEO Accommodations Team engages employee in discussion of requested accommodation.***

OEO will assess if request is reasonable and/or if there is an undue hardship and administrative and financial burden.



OEO Accommodations Team conducts reasonability

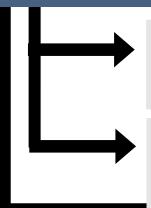
OEO may request documentation from a third party such as a medical provider or religious leader, to support the accommodation request.



assessment and may require

additional information.

3) OEO makes a determination on accommodation request



Requested accommodation is approved.

Accommodation is implemented and monitored by all parties for success.

Requested accommodation is not approved.

Discuss alternatives in an interactive dialogue - including partial approval or alternate reasonable & effective accommodation(s).

-or - Employee may submit more information.

-or- OEO process ends and employee is referred to HR, if appropriate ****

Questions? Contact the OEO Accommodations Team

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Clarifications from Flow-Chart

- *Supervisors and managers have a duty to report an employee who discloses they have a need for a reasonable accommodation to OEO. **Important Note:** Accommodations related to a Leave will be referred to HR Leave Administration (leaves@tufts.edu).
- ** Engagement with the employee's supervisor or department designee will be through an interactive dialogue to determine if the accommodation requested is reasonable and/or if there is an undue hardship and administrative and financial burden for the business/program at Tufts. To be considered: Is the employee able to perform essential functions of the job with or without accommodation?
- *** To be considered: What is the nature of the condition for which the employee seeks an accommodation? Is the employee's condition a disability? How will the accommodation requested allow the employee to perform their duties? *Medical documentation may be requested at this time and must come from the treating medical provider.* -or- what is the sincerely held religious belief for which the employee seeks an accommodation? What is the conflict between the religious belief and the employee's job-related duties? *Supporting documentation may be requested at this time from a religious leader.*

****If there is fundamental alteration of job functions, or an administrative and financial burden, or if a reasonable accommodation cannot be found, the matter will be referred to HR after discussion with all parties.

For additional information on the accommodation request process, visit the OEO website.

Note: Tufts University is required by law to engage relevant parties in the interactive process during the course of an accommodation assessment.

