



Supervisor's ADAAA Guide for Employees

Steps to providing timely and efficient Workplace Accommodations in Accordance with the Americans with Disabilities Act Amendments Act.

Ask the Employee

If you have a concern or have been made aware that an employee MAY have a disability or medical condition that COULD qualify them under the ADAAA, ask them if they may need a reasonable accommodation to perform their job duties.

Medical Documentation

With the assistance of the supervisor, Labor Relations will ask the employee to provide medical documentation to HR related to their disability that documents the disability and the reasonable accommodation recommendations from the doctor. The employee will also be asked to complete a questionnaire regarding their limitations as related to the functions of their job and accommodation needs.

Initial ADAAA meeting

During the ADAAA meeting an interactive dialogue will occur regarding the request for accommodation, with a review of all documentation provided, including the employee's job description. A tentative agreement will be reached regarding any reasonable accommodations to be provided to the employee. Please note, this process may require multiple meetings.

Accommodations Letter

The employee will be provided a letter describing the ADAAA meeting and agreed upon accommodations. The supervisor will maintain a copy of the letter for reference so that they may adhere to the accommodations provided.

Annual Review

The ADAAA file will be reviewed annually with the employee, supervisor and HR. Updated medical documentation may be requested.