

FACT SHEET

Reasonable Accommodation

What is meant by “reasonable accommodation”

A modification or adjustment to a job, the work environment, or the way job tasks are usually accomplished, to enable a qualified individual with a disability to perform the essential functions of a job or position. (applies to employees, applicants for positions and individuals receiving or seeking DHS services.)

What does providing a reasonable accommodation involve?

- ✓ Making facilities accessible
- ✓ Job restructuring, modifying work/service schedules, assignments
- ✓ Acquiring or modifying equipment or devices
- ✓ Adjusting examinations, training materials, or policies
- ✓ Providing qualified readers or interpreters

How do I request a reasonable accommodation?

1. Employee or applicant completes, signs and dates Form RA-1 (dated 03/08)
 - (a) providing contact information
 - (b) describing what is needed and why
 - (c) describing the disability and functional limitations which make the request necessary.
2. Immediate supervisor **recommends** approval or disapproval, estimates cost, signs and dates; explains reason denied, if not approved.
3. Division Administrator **reviews**, signs, dates and **reserves funds** if approval is recommended. If approval is not recommended, reason denied must be given. Forward to Personnel Office for review and approval/disapproval.
4. Departmental Personnel Officer reviews, **approves or disapproves**, signs and dates.
5. Individual has 10 (ten) business days to provide additional information if request is disapproved.
6. When request is approved completed, signed RA-1 is returned to immediate supervisor/case worker for purchase from divisional/program funds.
7. Immediate supervisor notifies Civil Rights compliance office gwatts@dhs.hawaii.gov when accommodation is complete/purchased.

What are some examples of reasonable accommodations?

Readers, laptops, notebooks, interpreter/translator, assistive devices, audio/video materials, chairs, lifts and others as justified.