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## Reasonable Accommodation

The Integrated Disability Management Branch of the Division of Risk Management & Insurance Services coordinates reasonable accommodations in compliance with District policy, state and federal laws.

**District Policy:** The district is committed to provide equal employment and educational opportunities for individuals with disabilities and does not discriminate on the basis of a disability in the admission, access, treatment, or employment in its programs or activities.<sup>1</sup>

**What is a Reasonable Accommodation?** The Equal Employment Opportunity Commission defines a reasonable accommodation as any change in the work environment or in the way things are done that enable an individual with a disability to enjoy equal employment opportunities.

- The district is required to provide accommodations that are reasonable and effective. The district is **not** required to eliminate an essential function of a job.

### How does an employee request an accommodation?

- An employee can either ask their supervisor or contact the Division of Risk Management & Insurance Services, Integrated Disability Management Branch to request an application or assistance. An employee's request does not need to be in writing and they do not have to reference accommodation to begin the process.

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<sup>1</sup> Bulletin S-6

*Division of Risk Management and Insurance Services, Integrated Disability Management coordinates reasonable accommodation, stay at work/return to work, absence management and FMLA leaves. For more information on these programs or a copy of this document in an alternative format: Email: [riskmanagement@lausd.net](mailto:riskmanagement@lausd.net)*

Website: [www.lausd.net](http://www.lausd.net); select Offices, Division of Risk Management, Services, Integrated Disability Management  
9/11/2006

**The interactive process:** A mutual sharing of information and ideas between the requestor and the employer. The interactive process is required by state and federal laws. The interactive process needs to begin when the supervisor is made aware of a disability or when the employee asks. The supervisor must:

- look at the job involved and determine the essential functions
- consult with the individual and determine the barriers to job performance and access and how these could be overcome with accommodation
- identify potential accommodations, solicit suggestions from the employee that they feel will be most effective and assess how effective each would be in enabling the individual to perform essential job functions
- respond quickly to the employee

**Types of accommodations include:**

- Making existing facilities accessible
- Job restructuring
- Modified or part-time work
- Providing or modifying equipment
- Providing qualified readers or interpreters
- Adding or deleting job tasks
- Job Sharing
- Team task assignments

**Examples of reasonable accommodations:**

- TTY line for hearing impaired employee whose job requires the use of a telephone
- A Reader for the Blind (Communication Support Assistant) provided for a legally blind classroom teacher