# Interactive Process Flowchart

## Request a Reasonable Accommodation

### Step 1

Contact Human Resources to request a reasonable accommodation and explain any workplace challenges you face. HR will schedule a meeting to discuss your needs and provide the following forms: 1) Job Description, 2) Supplemental Medical Questionnaire, and 3) Reasonable Accommodation Request.

#### **Interactive Process**

#### Step 2

#### To review your treating professional's assessment of any disability-related limitations or restrictions as they relate to your essential job duties and to help determine appropriate reasonable accommodations.

 To consider any recommended accommodations from your treating professional that may assist you in performing essential job functions.

## Explore Accommodation Options

### Step 3

The interactive process may take place via phone, email, letter, in-person meeting, or a combination of these methods.

 Once all required documents are submitted, HR will continue the interactive process with you, considering reasonable accommodation options suggested by both you and your treating professional.

#### Monitoring and Follow-Up

## Step 6

- Ongoing communication is essential to the success of your accommodations.
- If your approved accommodations are not effective or your limitations change, notify your supervisor and HR immediately to resume the interactive process and explore alternative solutions.

## Implementing Accommodations

### Step 5

- Once accommodations are identified, HR will provide a formal communication outlining your approved accommodations.
- Keep your supervisor and HR informed of any concerns, including whether the accommodations effectively address barriers or limitations in performing your essential job duties.

# Identifying a Reasonable Accommodation(s)

Step 4

Human Resources, in collaboration with relevant departments (e.g., OEE, FOP, IT), will consider the employee's accommodation recommendations.

 Once all options are explored, The District and the employee will determine the appropriate reasonable accommodation.