

PROGRAM FOR INDIVIDUALS WITH DISABILITIES (PIWD)

Executive Order 13078 established the National Task Force on Employment of Adults with Disabilities to reduce employment barriers. Executive Order 13164 promotes a Federal workplace that provides reasonable accommodation for employees and applicants with disabilities. Executive Order 13187 established the President's Disability Employment Partnership Board.

People with disabilities can be hired through the traditional competitive hiring process or, if they qualify, noncompetitively through the use of excepted service appointing authorities. Excepted service appointments for the disabled were developed to provide opportunities for people with disabilities to circumvent the attitudinal barriers.

PROCEDURES FOR REQUESTING REASONABLE ACCOMMODATION

What is reasonable accommodation?

Title I of the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act, and Section 501 of the Rehabilitation Act of 1973 provides for reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. There are three categories of "reasonable accommodation":

- (1) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires.
- (2) modifications or adjustments to the work environment, or to the manner of circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position.
- (3) modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

Some possible reasonable accommodations may include, but are not limited to the following:

- making existing facilities accessible
- job restructuring
- part-time or modified work schedules
- acquiring or modifying equipment
- providing qualified readers or interpreters
- reassignment to a vacant position

There are several modifications or adjustments that are not considered forms of reasonable accommodation. An employer does not have to eliminate an essential function, i.e., a fundamental duty of the position. This is because a person with a disability who is unable to perform the essential functions, with or without reasonable accommodation, is not a "qualified" individual with a disability within the meaning of the ADA.

An employee and/or applicant for employment may request reasonable accommodation at any time during the application process or during the period of employment.

How do I request reasonable accommodation?

Employees and/or applicants for employment, who wish to request reasonable accommodation, should contact the Individuals with Disabilities Program Manager, Ann Robinson, Human Resources Office, at 251-690-3358 to obtain assistance.

What forms are required when I request reasonable accommodation?

A reasonable accommodation package will be required when requesting reasonable accommodation. This package contains three parts:

- Part I - Employee's Statement of Disability
- Part II - Supervisor's Statement
- Part III - Physician's Statement

Ann Robinson, Individuals with Disabilities Program Manager, will give you a reasonable accommodation package to be completed and returned to her.

Who is responsible for approving/disapproving my request for reasonable accommodation?

The Human Resources Office, Individuals with Disabilities Program Manager, will work with applicants for employment regarding any reasonable accommodation request. In the case of an employee's request for reasonable accommodation, the Individuals with Disabilities Program Manager will work with you and your supervisor.

What should I do if my request for reasonable accommodation is denied?

You may contact Stephen Johnson, Human Resources Office, at 251-690-2920 for assistance or if you are a member of the Union, you may contact your Union representative.