



Accommodation Request Process

For Applicants

The applicant notifies the hiring manager or human resources manager of a need for a Reasonable Accommodation to participate in the application/interview process.

- If needed, an Interactive Discussion will take place.



The hiring manager coordinates with the human resources representative to implement the Reasonable Accommodation for the application/interview process.

For Employees

The employee realizes the employee needs a Reasonable Accommodation to perform the Essential Functions of their position.



The employee, or someone on the employee's behalf, such as a family member, notifies their manager or human resources representative of the need for a Reasonable Accommodation to perform the Essential Functions of their position.



The human resources representative meets with the employee to discuss the employee's need(s) and provide the employee with the [Reasonable Accommodation Request Form](#).



Upon submission of the completed Reasonable Accommodation Request Form, the Interactive Process will begin.

- If no Disability exists, the Interactive Process ends, and the employee can meet with their manager and/or human resources representative to discuss other options.
- If a Disability exists, the employee, human resources representative, and the employee's manager will work together to implement a Reasonable Accommodation.



The Employee and Manager will analyze the effectiveness of the Reasonable Accommodation throughout the Employee's State service and can revisit the Reasonable Accommodation if necessary due to any changes, such as in the nature of the condition or in the Essential Functions of the position.