

**DOES MY SUPERVISOR HAVE TO REMOVE ESSENTIAL FUNCTIONS FROM MY JOB IF I HAVE A DISABILITY?**

No, the supervisor is not required to remove essential functions from the job, nor is the supervisor required to lower performance standards. If you are not able to perform the essential functions of the job, either with or without reasonable accommodation, you are no longer a qualified individual with a disability.

**CAN AN EMPLOYER DENY A REASONABLE ACCOMMODATION REQUEST?**

Yes. Each request is evaluated on a case-by-case basis. The employee first must be determined to be disabled under the ADA definition and provide any relevant medical documentation requested. If the request imposes an undue hardship or a change that would be costly or disruptive to the organization, it may be denied. The request also may be denied if the employee cannot perform the essential functions of the position.\*

\*Reassignment, the accommodation of last resort, may be considered here.

**WHAT IF THE EMPLOYEE DISAGREES WITH THE REASONABLE ACCOMMODATION DECISION?**

The employee may request that a decision be reconsidered. All relevant paperwork, including the denial decision, should be sent to the CNIC NAF EEO Service Center.



Supervisors should:	Employees and applicants should:
Know when an individual is asking for reasonable accommodation. No "magic" words are necessary nor must the individual use the words "reasonable accommodation."	Make your reasonable accommodation needs known to the supervisor.
Document the accommodation request, in writing, if the original request was verbal.	Ask for reasonable accommodation before performance becomes a problem.
Only ask for relevant medical documentation.	Provide relevant medical documentation, if requested, in a timely manner.
Assess all requests for reasonable accommodation on a case-by-case basis.	
Contact HR or the Reasonable Accommodation Coordinator for assistance.	
Be creative in the interactive process when discussing reasonable accommodation options.	Participate in the interactive process.
Keep communication channels with the employee open.	
Provide responses to the employee quickly – within 30 calendar days.	

**CONTACT INFORMATION**

To request reasonable accommodation, contact your supervisor, the Human Resources Office, or the designated Reasonable Accommodation Coordinator.

For additional information on reasonable accommodation, contact your supervisor, the Human Resources Office, a designated Reasonable Accommodation Coordinator, or the CNIC NAF EEO Service Center.

**CNIC NAF EEO Service Center**  
**1-866-295-0320**  
**MILL\_CNIC\_NAF\_EEO@navy.mil**



**EQUAL EMPLOYMENT OPPORTUNITY (EEO)**



**REASONABLE ACCOMMODATION PROCESS FOR NAF EMPLOYEES**

**CNIC NAF EEO PROGRAM**

## PEOPLE WITH DISABILITIES

People with disabilities are a valued part of the CNIC non-appropriated fund (NAF) workforce. CNIC NAF is committed to removing barriers that prevent people with disabilities from applying for jobs, performing the essential functions of the job for which hired, gaining access to the job location, and enjoying all of the benefits and privileges of employment. The goal is full and successful integration of people with disabilities into the workplace.

The Rehabilitation Act of 1973, as amended by the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, requires the provision of reasonable accommodation to qualified applicants and employees with disabilities, unless doing so would cause an undue business hardship. In accordance with these laws, CNIC NAF will make every effort to support our applicants and employees with disabilities to ensure full participation in employment.

## DEFINITIONS YOU SHOULD KNOW

**Reasonable Accommodation:** an adjustment or modification in the job or worksite that facilitates the way an employee with a disability performs the essential functions of the job, or that enables an employee with a disability to enjoy equal benefits and privileges of employment.

**Disability:** a physical or mental impairment that substantially limits a major life activity, or a record of such impairment, or regarded as having such an impairment.

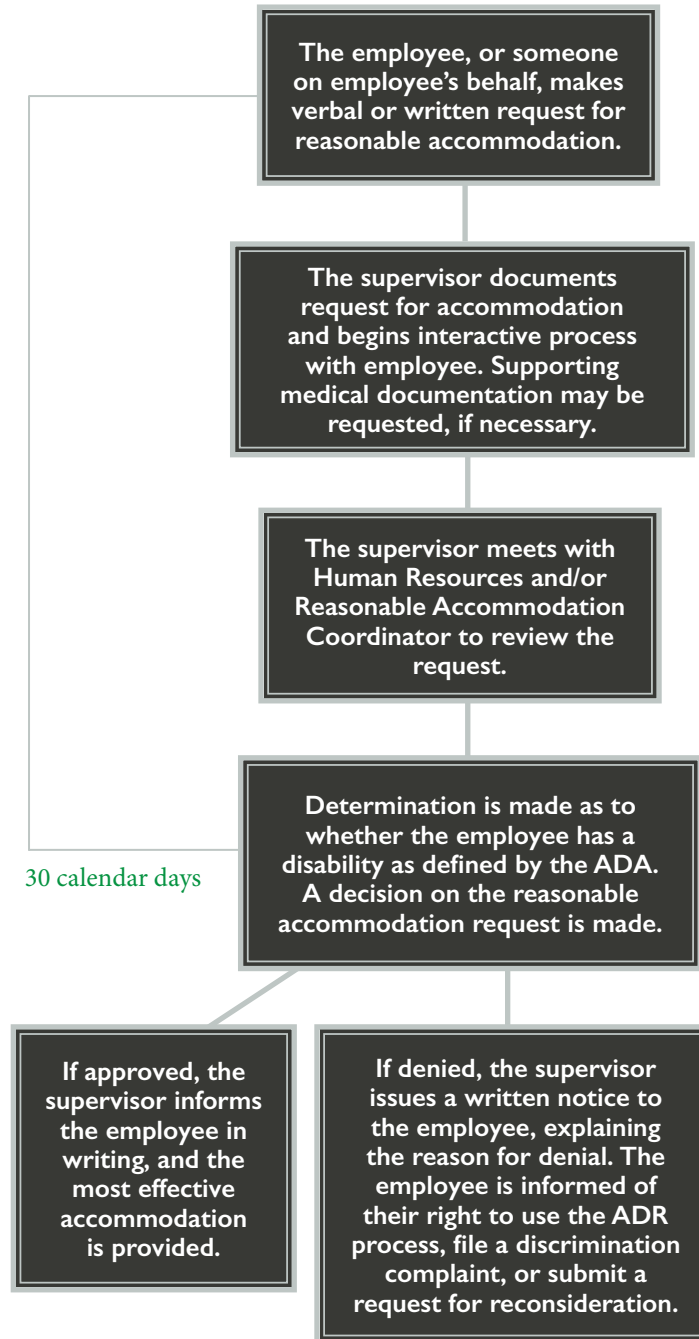
**Major Life Activities:** include, but are not limited to, caring for one's self, performing manual tasks, walking, seeing, hearing, bending, lifting, learning, concentrating, reading, and communicating.

**Qualified Individual with a Disability:** an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job, and satisfies the skill, education, experience, and other job-related requirements of the position.

**Essential Functions of the Job:** job duties that are so fundamental that one cannot successfully do the job without being able to perform them. A function is considered to be "essential" if the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the individual is hired based on his or her ability to perform it.

**Undue Hardship:** includes making changes that require significant expense, are extensive or substantial, or are considerably disruptive to operations; considered on a case-by-case basis.

## REASONABLE ACCOMMODATION REQUEST PROCESS\*



\*Note: This chart does not constitute the complete reasonable accommodation process. There may be additional interactions/steps during the process that cause the time for completion to exceed 30 calendar days.

## HOW DO I REQUEST REASONABLE ACCOMMODATION?

You should make reasonable accommodation needs known to your immediate supervisor or a designated Reasonable Accommodation Coordinator. If you are an applicant, you should inform the Human Resources Office or the interviewing manager.

## WHEN WOULD I REQUEST REASONABLE ACCOMMODATION?

You would request accommodation as soon as you require a change in the way you do your job because of a medical condition that you believe is a disability under the ADA.

## WHAT ARE SOME EXAMPLES OF ADA DISABILITIES?

ADA disabilities include, but are not limited to, diabetes, cancer, epilepsy, intellectual disabilities, fatigue, insomnia, and back problems; however, each disability is assessed individually and on a case-by-case basis.

## WHAT ARE SOME EXAMPLES OF REASONABLE ACCOMMODATION?

Reasonable accommodation options will depend on the nature of the disability, limitations, and position of the employee. Some common examples include modifying work hours, providing electronic or ergonomic equipment, allowing breaks, providing a sign language interpreter, approving leave, or changing the way a job function is done.

## WHAT HAPPENS AFTER I REQUEST REASONABLE ACCOMMODATION?

The supervisor must begin an interactive process to determine your reasonable accommodation needs. The supervisor will ensure your request is documented in writing. You may be asked questions about the nature of your disability, your limitations, and options for possible accommodations.

## IS MEDICAL DOCUMENTATION REQUIRED?

It depends. If the disability is one that is not obvious to the supervisor, such as a cognitive disability or back problems, medical documentation would be required.

## WILL MY MEDICAL DOCUMENTATION BE KEPT CONFIDENTIAL?

Yes. All medical documentation submitted in support of your reasonable accommodation request will be kept confidential and in a separate folder. The information provided in support of reasonable accommodation requests is available only to the designated staff responsible for coordinating accommodation requests and providing accommodation services.

