# Job Accommodation and the Interactive Process: The Employee’s Role

Learn about your role as an employee in arranging for an accommodation if you are or become disabled.

<table>
<thead>
<tr>
<th>What to do</th>
<th>How to do it</th>
</tr>
</thead>
</table>
| 1 Request job accommodation | Inform your supervisor and/or Accommodation and Leave Services of the need for an accommodation to perform job duties due to a medical condition and/or a disability.  
**Job accommodation requests may be** verbal, in writing, or via a licensed healthcare provider.  
Provide Accommodation and Leave Services with a written licensed healthcare provider’s statement describing your job-related limitations. |
| 2 Participate in interactive process meetings with your supervisor and the Accommodation and Leave Services | The licensed healthcare provider will identify if limitations are temporary or permanent.  
**Actively participate and discuss reasonable accommodations** that can assist you to perform your essential job functions.  
Evidence of whether a function is essential can include:  
- The employer’s judgment  
- Written job description  
- Amount of time spent performing the function  
- Consequences of the function not being performed  
- Terms of a collective bargaining agreement  
- And other common sense indicators  
**Discuss special job search assistance** if you cannot perform your essential job functions. |
| 3 Learn about the Selected reasonable job accommodation. | Review and ask questions to ensure you understand information about your job accommodation.  
**Determine and communicate** any concerns you have about the accommodation. |
| 4 Begin your job accommodation | Follow up regularly with your supervisor and Accommodation and Leave Services regarding the effectiveness of the accommodation.  
**If your accommodation is unsuccessful**, continue the interactive process to evaluate other accommodations. |
| 5 If your accommodation is unsuccessful | If a reasonable job accommodation cannot be identified:  
- Consider alternate vacancies within your department or vice chancellor area as well as UCOP.  
- Discuss Priority Reassignment available through Accommodation and Leave Services. |

Who to Contact: Accommodation and Leave Services, Nina M. Chew, Manager (510) 587-6094