

APPENDIX A

REASONABLE ACCOMMODATIONS

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. While there are some things that are not considered reasonable accommodations (e.g., removal of an essential job function or personal use items such as a hearing aid that is needed on and off the job); reasonable accommodations can cover most things that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits such as kitchens, parking lots, and office events.

Common types of accommodations include:

- Modifying work schedules or supervisory methods
- Granting breaks or providing leave
- Altering how or when job duties are performed
- Removing and/or substituting a marginal function
- Moving to different office space
- Providing telework beyond that provided by the collective bargaining agreement or the relevant MOU
- Making changes in workplace policies
- Providing assistive technology, including information technology and communications equipment or specially designed furniture
- Providing a reader or other staff assistant to enable employees to perform their job functions, where the accommodation cannot be provided by current staff
- Removing an architectural barrier, including reconfiguring workspaces
- Providing accessible parking
- Providing materials in alternative formats (e.g., Braille, large print)
- Providing a reassignment to another job