

Guidance for addressing non-medical/ non-disability workplace accommodations

EVALUATE THE REQUEST

Consider the request. Keep an open mind. Accommodations are about doing things differently, so keep an open mind when exploring accommodation options.

Review each request individually. There is no one-size-fits-all accommodation. Accommodations may differ based on the employee's needs and job duties.

DISCUSS THE REQUEST AND INVITE THE EMPLOYEE TO SUGGEST ACCOMMODATIONS

Ask the employee for ideas. The employee who requested the accommodation may have some good accommodation ideas, but may be hesitant to bring them up without being asked to do so. A willingness to listen and discuss concerns is key.

Remember to communicate the health and safety measures your department has/plans to implement, such as:

- Steps your department has taken to mitigate risks
- Actions that have been adopted to achieve social distancing
- Standard and enhanced cleaning protocols
- Job duty modifications, where applicable

Consider alternative accommodations. If it is not possible to provide the requested accommodation, determine whether other accommodations would be effective for the employee and for your department. Considerations for reasonable work accommodations include:

- Telework/Remote work
- Change in work hours
- Alternating shifts
- Staggered scheduling
- Change in the way job duties are performed
- Leave of absence

IMPLEMENT THE ACCOMMODATION

Consider a trial period. When it is not clear whether an accommodation will work, it might be possible to try out the accommodation for a specified period of time. During this time you can evaluate whether the accommodation or an alternate accommodation would be mutually beneficial.

MONITOR THE ACCOMMODATION

Make sure all necessary steps are taken to implement the accommodation. A good way to do this is to check to see if the accommodation is actually working.

Check on effectiveness. As things change in the workplace, accommodations may need to also change. Leaders should periodically check the effectiveness of accommodations.

Encourage ongoing communication. For any workplace issue, ongoing communication is the key to success. The same is true for accommodations — leaders should encourage employees to communicate any issues they have with their accommodations.

ASK FOR HELP, IF NEEDED

Contact your HR Consultant if you need assistance identifying a mutually agreeable workplace accommodation. Find your designated HR Consultant at go.uab.edu/hr-consultants.