# Reasonable Accommodation (RA) Process Flow Chart
## Rev 2015

Employee indicates the need for reasonable accommodation either verbally or in writing to the immediate supervisor.

Supervisor provides employee with PO-108 form, current copy of PO-199 and class spec. for the employee's position (Stress Duty Statement provided for BU 8 employees). Also, refers employee to RA Policy and Guidelines and advises RAC that PO-108 has been provided to employee.

Employee submits completed PO-108 package to the RAC.

Package not complete. RAC returns to employee or calls to request missing information.

RAC receives Request for Reasonable Accommodation from employee and advises supervisor that PO-108 has been received. RAC shall respond to the request within 30 calendar days of receipt.

RAC begins the analysis of the request and interacts with the employee to identify potentially effective reasonable accommodation solutions. Additional information may be needed to formulate effective solutions.

Employee requests physician to submit additional medical information to RAC within ten (10) working days

**Additional Medical Info Received**

**Additional Medical Info Not Received**

RAC sends a written follow-up to employee 15 working days after initial request for clarifying medical information. Case may be closed if no response within 30 calendar days of follow up.

**Additional Medical Info Received**

RAC analyzes information: Does the employee have a disability that limits a major life activity? Can the employee perform the essential functions of their position with or without RA?

Yes

Employee has a disability that limits a major life activity; RAC seeks resolution by providing a reasonable accommodation that will allow the employee to perform the essential functions of their position.

Request Approved

Final outcome letter is signed by the OSHPros manager and mailed to the employee. RAC notifies employee's supervisor of limitations and needed accommodations.

Accommodation is implemented by Unit supervising authority or Administrative Officer. Any delays or issues reported back to RAC for assistance, resolution and/or alternative RA identification.

No

Employee does not have a disability that limits a major life activity, or the employee has a disability but is unable to perform the essential functions of their position with or without a reasonable accommodation. The options process is started.

Request Denied

RAC prepares letter denying reasonable accommodation and presents case to Manager of OSHPros before sending denial.

OSHPros Manager Agrees

RAC mails denial to employee.

**APPEAL PROCESS**
Employee has 1 year to file complaint with CAL FIRE EEO Office. EEO office has 90 days to respond to complaint.

**EXTERNAL APPEALS PROCESS**
After initial 90 day response period allotted to CAL FIRE EEO has elapsed, complaints may be filed with either SPB, DFEH, EEOC or any/all three outside agencies concurrently. Appeals of EEO decisions may be made to SPB within 30 days of decision

**Note**: If the disability is industrial, coordinate with the Workers' Compensation Return-to-Work Coordinator for assistance in return-to-work issues and providing alternative/modified work.