

## COVID Related Accommodations Procedure

These procedures will apply to new and existing requests for COVID-19 related medical accommodations.

- 1) Work with your doctor or physician to complete the [attached form](#).
  - a. The District is asking employees to complete this form, provided by the California Department of Fair Employment and Housing, in order to provide information on limitations. The form asks employees to provide information about whether the limitations are permanent or temporary and to provide a date for next evaluation, or re-evaluation, by the doctor or physician.
  - b. Employees and doctors or physicians may provide a recommendation about accommodation, but the District is not obligated to accept such recommendations.
  - c. This information is necessary in order for the District to evaluate employee limitations and determine what reasonable accommodation(s) can be offered while ensuring that the employee can still perform essential duties associated with the job and that the accommodations do not create undue hardship on the District.
- 2) Return the completed form to HR.
- 3) HR will discuss limitations with the supervisor and Vice President to identify appropriate accommodations and possible impact on operations.
  - a. At this stage, HR and/or the supervisor and Vice President may schedule an interactive process meeting with the employee about alternate options for accommodation that address the employees limitations while ensuring that essential duties are still performed and that undue hardship does not result from the implementation of the accommodation. The employee may have a union representative accompany them to the interactive process meeting.
- 4) The District will have five (5) business days to respond to the request for accommodation in writing. This deadline may be extended if the employee and/or the employee's union representative are not available for an interactive process meeting in a timeframe that will allow the District to meet the five (5) business day timeline.
- 5) These requirements will be asked of all employees, whether they are currently receiving an accommodation or are requesting one for the first time.