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

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

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| 1 Request job accommodation. | a. Inform your supervisor of the difficulties in performing your job.  
b. Request job accommodation (verbally, in writing, or via a licensed treatment provider's note).  
c. Provide your supervisor with a written licensed treatment provider’s statement describing your job-related limitations. |
| 2 Contact an expert. | a. Contact Disability Management Services (415) 476-2621, to:  
  o Receive guidance on the job accommodation process  
  o Get assistance from a Disability Management Analyst |
| 3 Participate in interactive process meetings with your supervisor and Disability Management Analyst. | a. Compare your job-related restrictions with your job functions.  
  o Consider whether your limitations are temporary or permanent, as indicated by your licensed treatment provider.  
b. Identify reasonable accommodations to perform your job functions.  
c. Discuss special job search assistance if you cannot perform your job functions. |
| 4 Learn about the selected reasonable job accommodation. | a. Receive and understand information about your job accommodation.  
b. Determine and communicate any concerns you have about the accommodation. |
| 5 Begin your job accommodation. | a. Follow up regularly with your supervisor and disability management analyst regarding your satisfaction.  
b. If your accommodation is unsuccessful, continue the interactive process to evaluate other accommodations. |

**Need an expert?** Contact Disability Management Services  
Jerry Ulmer, (415) 476-0609 – Schools of Pharmacy, Nursing, Dentistry & FAS  
Judy Rosen, (415) 502-2760 – School of Medicine