

Reasonable Accommodation Process

What to expect for EMPLOYEES (Faculty/Staff)

1) Employee initiates request for reasonable accommodation

Employee makes a reasonable accommodation request based on a disability, a sincerely-held religious belief, or a pregnancy or lactation-related reason.

Employee may make the disclosure and/or request to a supervisor, leave administrator, HRBP, or OEO. *



2) OEO engages employee and department designee in the interactive process

OEO Accommodations Team engages supervisor, and HRBP if relevant, to examine employee's job description and essential job functions to assess reasonability of the requested accommodation.**

OEO Accommodations Team engages employee in discussion of requested accommodation.***

OEO will assess if request is reasonable and/or if there is an undue hardship and administrative and financial burden.

OEO Accommodations Team conducts reasonability assessment and may require additional information.

OEO may request documentation from a third party such as a medical provider or religious leader, to support the accommodation request.



3) OEO makes a determination on accommodation request

Requested accommodation is approved.
Accommodation is implemented and monitored by all parties for success.

Requested accommodation is not approved.
Discuss alternatives in an interactive dialogue - including partial approval or alternate reasonable & effective accommodation(s).
-or - Employee may submit more information.
-or- OEO process ends and employee is referred to HR, if appropriate ****

Questions? Contact the OEO Accommodations Team

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Clarifications from Flow-Chart

*Supervisors and managers have a duty to report an employee who discloses they have a need for a reasonable accommodation to OEO. **Important Note:** Accommodations related to a Leave will be referred to HR Leave Administration (leaves@tufts.edu).

** Engagement with the employee's supervisor or department designee will be through an interactive dialogue to determine if the accommodation requested is reasonable and/or if there is an undue hardship and administrative and financial burden for the business/program at Tufts. To be considered: Is the employee able to perform essential functions of the job with or without accommodation?

*** To be considered: What is the nature of the condition for which the employee seeks an accommodation? Is the employee's condition a disability? How will the accommodation requested allow the employee to perform their duties? *Medical documentation may be requested at this time and must come from the treating medical provider.* -or- what is the sincerely held religious belief for which the employee seeks an accommodation? What is the conflict between the religious belief and the employee's job-related duties? *Supporting documentation may be requested at this time from a religious leader.*

**** If there is fundamental alteration of job functions, or an administrative and financial burden, or if a reasonable accommodation cannot be found, the matter will be referred to HR after discussion with all parties.

For additional information on the accommodation request process, visit the [OEO website](#).

Note: Tufts University is required by law to engage relevant parties in the interactive process during the course of an accommodation assessment.



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