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# FRYSC Corps Accommodation Request Process

1. **Overview**The [Americans with Disabilities Act as Amended (ADAA)](http://www.ada.gov/) makes it illegal to engage in discrimination based on disability. The ADAA applies to all governmental programs and activities, public accommodations, transportation, telecommunications, and employment.
2. **General Guidelines**
	1. The ADAA prohibits discrimination relating to employment practices such as recruitment, hiring,  promotion,  training,  lay off, pay, firing, job assignments, leave, benefits, and all other employment-related activities.
	2. Under the ADAA, a person has a disability if he/she:
		1. Has a physical or mental impairment that “substantially limits” one or more "major life activities" which include, but are not limited to, walking, talking, thinking, breathing, seeing and/or hearing;
		2. Has a record of impairment; or
		3. Is regarded as having such impairment.
	3. To qualify for protection under the ADAA, a person with a disability must be able to perform the essential functions of his/her job with or without reasonable accommodation.

	**Note:** Regular and reliable attendance is considered an essential function under the ADAA.
	4. The FRYSC Corps AmeriCorps program is required, in most cases, to make reasonable accommodations to enable such an service member to continue to work despite his/her disability.
	5. Requests for temporary light duty assignments should not exceed 90 days and do not fall under the ADAA. Requests of this nature are covered in [Section 2.6, Temporary Modified Duty](https://chfsnet.ky.gov/ohrm/pphb/Pages/26TemporaryModifiedDuty.aspx). In the event the service member is unable to return to his/her job duties after 90 days, the service member should follow the process for requesting an accommodation.
	6. Often an service member will request a simple device to help with his/her job, such as a wrist pad, headset, or a different chair.  In general, such requests are not due to a disability. Questions regarding such issues should be sent to the FRYSC Corps Program Staff for review and assessment of the appropriateness of such a request.
3. **Service Member Requesting a Reasonable Accommodation**If a service member has a medical condition that impacts his/her ability to perform the job duties, he/she may request a reasonable accommodation.
	1. A service member who is unable to perform a job duty due to a medical condition should discuss the issue with his/her immediate supervisor and request assistance. The service member does not need to use the words “reasonable accommodation,” “ADAA,” or other specific language when making the request. Further, a supervisor who recognizes the service member’s need for assistance may make a request for accommodation on behalf of the service member. The request may be made to the service site supervisor of the service member needing the accommodation or directly to the FRYSC Corps Staff. Only those persons having a need to know shall have access to information about the request.
	2. Once a supervisor is notified or becomes aware that the service member needs an accommodation to perform his/her job duties due to a medical condition:
		1. The service member will be asked to provide a completed and signed Accommodation Request Form; and
		2. The FRYSC Corps staff should contact the EEO/Civil Rights Compliance Branch at (502) 564-7770.
	3. If, for any reason, the service member is not able to put the request in writing, the supervisor is required to provide this documentation if the service member wants to be considered for an accommodation.
	4. The reasonable accommodation process is interactive and requires the service member's cooperation and input throughout the process.  The FRYSC Corps staff will work together with  the service member and service site supervisor.
	5. Through the interactive process, the FRYSC Corps staff will determine:
		1. Whether the service member can perform the essential functions;
		2. Whether the service member is disabled under the ADAA; and
		3. What reasonable accommodation may be necessary.
	6. After thorough review of the documentation provided, the FRYSC Corps staff shall notify all parties of the FRYSC Corps’ decision.
	7. An service member who is dissatisfied with the results of a request for reasonable accommodation may:
		1. File a grievance through the proper process;
		2. File a complaint with the Corporation for Community and National Service Equal Employment Opportunity Office and/or Kentucky Commission on Community Volunteerism and Service.
4. **FRYSC Corps Responsibilities**
	1. FRYSC Corps shall:
		1. Ensure fair and equal treatment of each service member seeking accommodations;
		2. Ensure privacy of the service member’s medical issues (FRYSC Corps staff shall work with Kentucky Cabinet for Health and Family Services EEO/Civil Rights Compliance Branch or the Kentucky State ADA Coordinator to clarify what information they can provide and who should know);
		3. Provide an assessment of each request; and
		4. Prepare a formal response.
	2. Any supervisor who becomes aware that an service member is seeking an accommodation should assist the service member by:
		1. Ensuring an ADAA Accommodation Form is completed;
		2. Informing the FRYSC Corps Staff; and
		3. Working with the FRYSC Corps Staff to assess the essential functions of the job.