

JAN

Job Accommodation Network

Practical Solutions • Workplace Success

Accommodation and Compliance Series

Sample and Partner Example Accommodation Policies, Processes, Forms, and Training

Job Accommodation Network
PO Box 6080
Morgantown, WV 26506-6080
(800)526-7234 (V)
(877)781-9403 (TTY)
jan@askjan.org
AskJAN.org



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JAN'S Accommodation and Compliance Series

Introduction

The use of these sample resource documents is not required by law. The provisions in the sample resource documents do not necessarily represent legal obligations, but instead reflect topics that employers and employees may voluntarily choose to address. *The sample resource documents do not constitute legal advice by the U.S. Department of Labor and do not reflect the full range of laws that may apply in every situation, including local and state laws that may provide additional protections and requirements. Employers should review local, state, and federal laws to ensure they are in compliance with the law that provides the most protections for employees and should include additional legal requirements as necessary in their own agreements. Parties remain independently responsible for complying with applicable law.*

[Sample Equal Employment Opportunity Statement](#)

Sample Accommodation Policies and Processes

[JAN Sample Accommodation Policy and Process](#)

Partner Examples of Accommodation Policy and Processes

- [Disability Accommodation Policy](#)
- [Accommodation Process](#)
- [Accommodation Process](#)

Sample Accommodation Flowchart

- [PDF](#)
- [Text-only version \(.doc\)](#)
- [Telework Accommodation Request Flowchart](#)

Partner Example Training

- [Manager Restrictions and Accommodations Training \(.ppt\)](#)
- [Effective Communications to Reduce Disability Stigma within your Organization \(.pptx\)](#)

Partner Example Handbook for Non-Visible Disabilities

- [Non-Visible Disabilities Guide](#)

Sample Forms

- [Accommodation Request Form](#)
- [Medical Inquiry Request Form](#)
- [Accommodation Approval Form](#)
- [Onboarding Form](#)
- [Temporary or Trial Accommodation Approval Form](#)
- [Monitoring Form](#)
- [Denial Form](#)
- [Appeals Form](#)
- [Plan of Action Form](#)

Onboarding Checklist

- [Sample Onboarding Form](#)

Partner Example Forms

- [ADA Request Form](#)
- [Accommodation Request Form](#)
- [Accommodation Assessment Form](#)
- [Doctor's Medical Evaluation](#)
- [Medical Authorization Form](#)
- [Medical Evaluation Form](#)
- [Physical Capacities Form](#)
- [Return to Work Functional Assessment Form](#)
- [Fitness-for-Duty – Return to Work Release](#)
- [Mental Health Work Function Assessment](#)

Partner Example Accommodation Tracking

- [SF.HR Job Aid](#)
- [Accommodation Tracking Spreadsheet Sample](#)

- There are also several [vendors who provide tracking software](#).

Partner Example Guide to Accommodating People with Disabilities

- [Accommodating People with Disabilities: A Guide for Employers](#)

Telework Policies

- [Disability-Inclusive Telework for States](#)

Other Public Sector Examples of Accommodation Policies and Practices

- [West Virginia University](#)
- [Dartmouth College](#)
- [Department of Veterans Affairs Office of Diversity and Inclusion](#)
- [Office of Personnel Management](#)
- [State of Minnesota](#)
- [U.S. Department of Homeland Security](#)
- [U.S. Department of Treasury](#)
- [John F. Kennedy Center for the Performing Arts](#)
- [15th Judicial Circuit of Florida](#)

Workplace Accommodation and Inclusion Checklists

Workplace Accommodation Checklist

- [Accommodation Checklist](#)

Inclusion Checklists

- [Six ways to advance disability inclusion in your organization](#)

Job Descriptions for Accommodations Specialist/Subject Matter Expert/Disability Consultant

- [Sample 1](#)
- [Sample 2](#)
- [Sample 3](#)

Definitions

Situations and Solutions:

The following situations and solutions are real-life examples of accommodations that were made by JAN customers. Because accommodations are made on a case-by-case basis, these examples may not be effective for every workplace but give you an idea about the types of accommodations that are possible.

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