JAN'S Accommodation and Compliance Series

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

Practical Solutions • Workplace Success
• 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
• City of Sacramento
• Department of Veterans Affair's Office of Diversity and Inclusion
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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