

# JAN

Job Accommodation Network

Practical Solutions • Workplace Success

## Accommodation and Compliance Series

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

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## **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 \(.doc\)](#)

#### **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](#)

## **Other Public Sector Examples of Accommodation Policies and Practices**

- [West Virginia University](#)
- [Dartmouth College](#)
- [City of Sacramento](#)
- [Department of Veterans Affairs Office of Diversity and Inclusion](#)
- [Equal Employment Opportunity Commission](#)
- [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**

- [Disability-Friendly Workplace](#)
- [Accessible Facilities](#)

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

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

## **Definitions**

This document was developed by the Job Accommodation Network, funded by a contract from the U.S. Department of Labor, Office of Disability Employment Policy (#1605DC-17-C-0038). The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Labor. Nor does mention of tradenames, commercial products, or organizations imply endorsement by the U.S. Department of Labor.