

Identifying and Granting Reasonable Accommodations

The Disability Program Manager will review the functional limitations and identify possible accommodations that will enable the associate to perform the essential functions of the position and/or enjoy the benefits and privileges of employment.

Reassignment - Reassignment is the reasonable accommodation of last resort. This type of accommodation will be considered only if there are no other accommodations available that will enable the associate to perform the essential functions of his/her current job.

Denial of Requests

Specific reasons for a denial must be provided by the RA Advisory Team prior to denying a request. Possible reasons for denial of a request include:

Undue Hardship - A specific accommodation would be significantly difficult or expensive to provide or would fundamentally alter the nature of the activities of the affected NEXCOM operations.

Insufficient or Inadequate Medical Documentation - The associate failed to provide sufficient or adequate medical documentation to establish a covered disability or need for a reasonable accommodation.

Eliminates or Removes Essential Functions - The requested accommodation would eliminate or remove an essential function from the position occupied by the associate.

Requestor is not a “Qualified Individual with a Disability”- NEXCOM has determined that the Requestor is unable to perform the essential functions of his/her position, even with an accommodation.

Lower Standards - The requested accommodation is requiring lower performance or production standards.

Direct Threat - The associate poses a direct threat to the health and safety of himself/herself or others.

A Supervisory Change - NEXCOM does not have to provide an associate with a new supervisor as a Reasonable Accommodation. However, NEXCOM may require supervisory methods be altered as a form of a Reasonable Accommodation.

**NAVY EXCHANGE
SERVICE COMMAND**



Contact Information

NEXCOM EEO
Disability Program Manager
ra@nexweb.org

1-800-884-9459

*Committed to a
Diverse Workforce*



**REASONABLE
ACCOMMODATION
FOR QUALIFIED
ASSOCIATES WITH
DISABILITIES**



**NEXCOM is committed to the
recruitment, hiring, retention and
promotion of qualified individuals with
disabilities.**

**Navy Exchange Service Command
Equal Employment Opportunity Office
3280 Virginia Beach Blvd.
Virginia Beach, VA 23452-5724**

NEXCOM Policy

It is a NEXCOM policy to provide a reasonable accommodation to the known physical or mental limitations of qualified applicants for employment and associates with disabilities, unless such an accommodation causes an undue hardship. A determination is made when a request is received. NEXCOM considers the nature of the accommodation, cost of the accommodation, and the financial resources of the enterprise as a whole when considering a reasonable accommodation request.

Rehabilitation Act of 1973, as amended

Section 501 requires Federal agencies to make reasonable accommodations to qualified applicants for employment and associates with disabilities.

What is Reasonable Accommodation?

A Reasonable Accommodation is a change in the work environment or in the application process that enables a person with a disability to enjoy equal employment opportunities. There are three general categories of Reasonable Accommodation: (1) changes to a job application process to permit people with disabilities to be considered for jobs; (2) changes to enable people with disabilities to perform the essential functions of their job; and (3) changes to give people with disabilities equal access to the benefits and privileges of employment.

Why is Reasonable Accommodation Important?

Offering Reasonable Accommodations removes any barriers that may prevent people with disabilities from applying for or performing jobs for which they are qualified. NEXCOM also benefits by fostering an environment where people of all abilities can contribute their talents in support of the mission.

Who is a Qualified Individual with a Disability?

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities. A “qualified individual with a disability” must satisfy the requisite skill, experience, education and other job-related requirements of the position.

Major Life Activities

Examples include, but are not limited to:

| | |
|-------------------------|---------------|
| Caring for Oneself | Standing |
| Performing Manual Tasks | Lifting |
| Breathing | Bending |
| Seeing | Learning |
| Hearing | Concentrating |
| Eating | Reading |
| Learning | Thinking |
| Sleeping | Working |
| Walking | Speaking |

Major Bodily Functions

Major Bodily Functions are now included as major life activities. For Example:

| | |
|-------------------------|------------------------|
| Immune System Functions | Brain Functions |
| Normal Cell Growth | Neurological Functions |
| Digestive Functions | Reproductive Functions |
| Endocrine Functions | Bladder Functions |
| Respiratory Functions | Bowel Functions |
| Circulatory Functions | |

How Does an Associate Request a Reasonable Accommodation?

May be Written or Oral - A request for Reasonable Accommodation is an oral or written request made by an associate or his/her representative (e.g., a family member, health care professional, or agent) to the associate’s supervisor, a manager in her/his chain of command or the Disability Program Manager.

No Magic Words Required - A Requestor does not have to use words such as “Reasonable Accommodation,” “disability” or “Rehabilitation Act.”

When Medical Information is needed to make a Disability Determination

The Disability Program Manager will request information or documentation about the disability and/or functional limitations from the appropriate professional such as a doctor, specialist, social worker or rehabilitation counselor. Only information that is relevant to making a decision about the reasonable accommodation is requested. Complete medical records are not requested. Information should contain the following information:

- The nature, severity and duration of the person’s disability;
- The activity or activities that the impairment limits;
- The extent to which the impairment limits the associate’s ability to perform the activity or activities; and/or
- Why the person requires a Reasonable Accommodation or the particular Reasonable Accommodation requested, how the Reasonable Accommodation will help a person apply for a job, perform the essential functions of the job, and/or enjoy the benefits of the workplace.

Is Medical Information kept Confidential?

Under the Rehabilitation Act, medical information obtained in connection with the Reasonable Accommodation process must be kept confidential. All information about functional limitations and Reasonable Accommodation needs that NEXCOM obtains must be kept in files separate from the associate’s personnel file. Information may be disclosed to:

- Supervisors and managers who need to know about necessary restrictions on the work or duties of the associate and/or about the necessary accommodation(s);
- First aid and safety personnel may be informed, if the disability might require emergency treatment;
- Government officials if necessary to investigate the agency’s compliance with the Rehabilitation Act; and
- Workers’ compensation offices or insurance carriers if necessary to process claims.