

CharterSAFE

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2018 CCSA Poster 02 Presentation
Tools for the Interactive Process - Disability Accommodations
PRESENTATION REVIEW

- A. Review Guide (Doc #1) and JAN material (Doc #2) for general information
- B. Follow Interactive Process Checklist (Doc #3)
- C. Give employee Request for Disability-Related Accommodation Form (Doc #4)
- D. Initiate dialogue with employee regarding accommodation requests
 - a. Have a meeting (Doc #1/Appendix #2 and #3) with employee, and give a copy of Health Care Provider Inquiry Form (Doc #6), request completion of Employee Health Care Provider Release Authorization (Doc #7) and provide job description; and/or
 - b. Mail Employee ADA Interactive Process Letter with attachments (Doc #5-7) to employee along with job description
- E. Provide employee with EDD forms for PDL and Disability Insurance (Docs #9 & 10)
- F. After receipt of completed Employee Authorization Release (Doc #7), mail Health Care Provider Inquiry Form (Doc #6) and completed Employee Authorization Release (Doc #7) to employee's health care provider
- G. Re-engage employee after receipt of completed Health Care Provider Inquiry Form (Doc #6)
- H. Track all activities with employee on Employee Supervisor Meeting Summary Form (Doc #8)
- I. When in doubt, consult with an attorney

"Interactive" titled documents available for download on the CCSA conference website:

- Interactive #1 – CharterSAFE Guide to the Interactive Process (PDF)
- Interactive #2 – JAN/Employer's Practical Guide to Reasonable Accommodation under ADA (PDF)
- Interactive #3 – Interactive Process Checklist (Word file)
- Interactive #4 – Employee Request for Disability-Related Accommodation Form (Word file)
- Interactive #5 – Employee ADA Interactive Process Letter (Word file)
- Interactive #6 – Health Care Provider Inquiry Form (Word file)
- Interactive #7 – Employee Health Care Provider Release Authorization Form (Word file)
- Interactive #8 – Employee Supervisor Meeting Summary Form (Word file)
- Interactive #9 – DE 2511 California Paid Family Leave (rev 15 01-2018) (PDF)
- Interactive #10 – DE 2515 Disability Insurance Provisions (rev 65 05-2017) (PDF)
- Interactive #11 – Presentation Review (PDF)