



# ***Reasonable Accommodation Program Handbook***

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## **1. Introduction**

Welcome to the Tobias Solutions Reasonable Accommodation Program Handbook. At Tobias Solutions, we are committed to fostering a diverse and inclusive work environment where employees of all abilities can thrive. This handbook is designed to provide guidance on how employees with disabilities can request and receive reasonable accommodations that enable them to perform their essential job functions.

## **2. Purpose of the Reasonable Accommodation Program**

The Reasonable Accommodation Program at Tobias Solutions ensures that employees with disabilities are provided with the necessary support and adjustments to help them succeed in the workplace. The program aligns with the company's commitment to diversity, equity, and inclusion by creating a supportive environment where all employees can contribute fully.

## **3. Scope and Applicability**

This program applies to all employees at Tobias Solutions, regardless of job role or employment status. The provisions extend to job applicants, new hires, and current employees who experience a disability that affects their ability to perform the essential functions of their position.

## **4. Legal Framework**

Tobias Solutions complies with all applicable federal, state, and local laws concerning reasonable accommodations, including:

### *ADA (Americans with Disabilities Act)*

The ADA prohibits discrimination against individuals with disabilities in all areas of public life, including employment. It requires employers to provide reasonable accommodations to employees or applicants with disabilities unless doing so would cause an undue hardship.

### *Other Relevant Laws*

This includes compliance with the Rehabilitation Act of 1973, the Fair Employment and Housing Act (FEHA), and any state or local laws that provide protection against disability discrimination.

## **5. Definitions**

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities.
- **Reasonable Accommodation:** A modification or adjustment to the job, the work environment, or the way things are customarily done that enables an individual with a disability to perform the essential functions of the job.
- **Undue Hardship:** A significant difficulty or expense incurred by the employer in providing a specific accommodation.

## **6. Employee Rights and Responsibilities**

### *Employee Rights*

- The right to request a reasonable accommodation if they have a disability that impacts their ability to perform essential job functions.
- The right to participate in an interactive process to identify an appropriate accommodation.
- The right to confidentiality throughout the accommodation process.

### *Employee Responsibilities*

- Inform Tobias Solutions of the need for an accommodation.
- Provide appropriate documentation when requested.
- Actively participate in the interactive process.

## **7. Employer Rights and Responsibilities**

### *Employer Rights*

- The right to request medical documentation to support the accommodation request.
- The right to deny accommodations that would cause an undue hardship.

### *Employer Responsibilities*

- Provide reasonable accommodations unless it poses an undue hardship.
- Maintain confidentiality regarding the employee's disability and accommodation.
- Engage in the interactive process in good faith.

## **8. Requesting Reasonable Accommodation**

### *How to Request Accommodation*

- Employees or applicants can request an accommodation verbally or in writing by contacting Human Resources or their direct supervisor. The request should specify how the disability affects job performance and what accommodation is being sought.

### *Timeframes and Response*

- Once an accommodation request is submitted, Tobias Solutions will respond promptly. The time required to implement the accommodation will depend on the nature of the request and the complexity of the accommodation.

## **9. Interactive Process**

The interactive process is a collaborative effort between the employee and employer to explore potential accommodations. This dialogue ensures that both parties work together to identify and implement effective solutions that enable the employee to perform their job duties.

## **10. Types of Reasonable Accommodations**

Reasonable accommodations vary based on individual needs. Some examples include:

- Adjustments to work schedules
- Provision of assistive technologies or devices
- Modifications to the work environment (e.g., ergonomic furniture)
- Reassignment to a vacant position
- Modifying training materials or policies

## **11. Undue Hardship**

An undue hardship refers to accommodations that would cause significant difficulty or expense relative to the employer's size, resources, or operational structure. Tobias Solutions will consider these factors carefully when determining whether an accommodation is reasonable.

## **12. Confidentiality**

All information concerning an employee's disability and reasonable accommodation request will be treated as confidential. Information will only be shared with those directly involved in the accommodation process.

## **13. Appeal and Resolution Process**

If an accommodation request is denied, the employee may appeal the decision by submitting a written request for reconsideration to Human Resources. The appeal will be reviewed, and a response will be provided within a reasonable timeframe.

## **14. Frequently Asked Questions (FAQs)**

Q: What if I don't know what accommodation I need?

**A:** Please feel free to request assistance. Tobias Solutions will engage in the interactive process with you to identify possible accommodations.

Q: Can I request an accommodation for a temporary condition?

**A:** Yes, temporary conditions may also qualify for reasonable accommodations.

Q: What happens if an accommodation doesn't work?

**A:** If an accommodation is ineffective, you can request a reevaluation, and Tobias Solutions will explore alternative options.

## **15. Contact Information**

For further information or to initiate a request for reasonable accommodation, please contact:

Human Resources Department

Tobias Solutions

Email: [mmccrae@solutionstobias.com](mailto:mmccrae@solutionstobias.com)

Phone: (833) 633-3700

*This handbook ensures that Tobias Solutions supports employees with disabilities and creates an inclusive environment where all team members can perform to the best of their abilities.*