



Temporary Accommodation Process Map FOR EMPLOYEES

STEP 1 Request for Accommodation

Discuss your medical needs with your physician.

- Have physician complete and send forms to the benefits provider
- Keep a copy of your abilities or restrictions and
- Complete *Accommodation Planning Worksheet*

STEP 2 Explore Accommodation Options

- Call your leader to discuss various options for modifying your work.

Stage 1:

- Your leader determines if they can implement the request.
- They tell you when/where to report for work.

STEP 3 Implement Accommodation

- Discuss Accommodation Plan with your leader.
- If new work is assigned, participate in Orientation.
- Provide updates if/when your abilities or restrictions change.
- Follow the recommendations of your physician or other health care providers.
- Know your responsibilities in the accommodation process.

UNABLE TO ACCOMMODATE

This 5-Stage search process will continue until a reasonable solution is found that meets your abilities.

Stage 2: Options in other sections/divisions within your same union and Business Unit are explored. Your leader coordinates this search with the support of the Return to Work Coordinator (RTWC).

Stage 3: We look for alternatives within your Department and union.
The RTWC and/or VRC coordinates the search in Stages 3-5 with the support of the leader and union

Stage 4: We look at alternatives in all other Business Units across The City in your union.

Stage 5: We look beyond your union as well as non union positions.