

## **STEPS TO THE INTERACTIVE PROCESS FOR SUPERVISORS**

***All steps of the interactive process must be timely and documented.***

<ul style="list-style-type: none"> <li>• Disability issue comes to manager or supervisor’s attention through observation or request for accommodation.</li> </ul>
<ul style="list-style-type: none"> <li>• Consult with the employee to identify any job-related limitations.</li> </ul>
<ul style="list-style-type: none"> <li>• Ask employee for documentation of functional limitations from medical provider, unless limitations are obvious.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify the essential and non-essential functions of the job.</li> </ul>
<ul style="list-style-type: none"> <li>• Consult with the employee and Disability Management Services, if needed, to identify possible accommodations.</li> </ul>
<ul style="list-style-type: none"> <li>• Employee and department research possible accommodations and discuss options. Consult with Disability Management Services for assistance with research, if needed.</li> </ul>
<ul style="list-style-type: none"> <li>• Implement the accommodation that is most appropriate for both the employee and the employer and is “reasonable”.</li> </ul>
<ul style="list-style-type: none"> <li>• Reasonable Accommodation Record of Action or Temporary Accommodation form completed.</li> </ul>

NOTE: The manager/supervisor should not contact the employee’s physician directly. If clarification is needed, the employee should be asked to contact their physician or the manager/supervisor can request this be handled by Disability Management Services.