DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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Equal Employment Opportunity Office

05-EEO-005
December 13, 2005

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

SUBJECT: Reasonable Accommodation

It is the policy of the Department of Defense Education Activity (DoDEA) to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

The Rehabilitation Act of 1973, Sections 501 and 505, the Americans with Disabilities Act Titles I and V, and the Equal Employment Opportunity Commission (EEOC) Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, mandate that accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or enjoying equal benefits and privileges of employment. Providing reasonable accommodations to employees with disabilities is the key to a non-discrimination policy of fair and equal employment for people with disabilities.

A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. An employee with a disability in need of an accommodation must inform his or her supervisor when he or she knows there is a workplace barrier that is preventing him or her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. An employee has the responsibility of requesting accommodation before performance suffers or conduct problems occur.

A reasonable accommodation is a modification or adjustment in the manner in which work is customarily done in the performance of a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. Examples of accommodations may include acquiring or modifying equipment or devices, modifying training materials, making facilities readily accessible, modifying work schedules, and reassignment to a vacant position in the event an employee can no longer perform the essential functions of his or her current position. An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of DoDEA.

Employees and supervisors should follow the Agency procedures established for requesting a reasonable accommodation found in DoDEA Pamphlet 01-EEO-01, "Procedures to Facilitate the Provision of Reasonable Accommodation" dated July 26, 2001, located on the DoDEA EEO website at http://www.dodea.edu/offices/eeo/resources.cfm?sid=5 or contact an EEO Program Manager.

Complaints alleging discrimination based upon a disability may be filed with the DoDEA EEO Office in accordance with established discrimination procedures.

The provisions of this policy will be included in the next revision of DoDEA Regulation 5713.9, "Equal Employment Opportunity Program." Questions concerning this policy should be directed to Chief, Equal Employment Opportunity Office, DoDEA at (703) 588-3231.

Joseph D. Tafoya
Director