

Checklist: Reasonable Accommodations

Example: *Ann has decided to work through her cancer treatment, as a cashier at a supermarket. She is having trouble with fatigue and is limited in how long she can stand at a time. She also has to constantly drink water because of the effect of her treatment, and as a result, she has to use the restroom often. The supermarket does not allow employees to have beverages at the checkout stand and she is only allowed breaks every 4 hours. Can Ann use reasonable accommodations at work?*

Identify what is challenging at work.

- Space? Policy? Schedule? Workload? Other things?

Gather information.

- Your job responsibilities and past job performance
- Your treatment information (e.g., other possible side effects, schedule, etc.)
- Workplace policies (e.g., telecommuting, flex time, job sharing, etc.)
- Workplace culture (e.g., other employee examples, past experiences, etc.)
- Established process to ask for an accommodation?

Understand your rights. (<https://TriageCancer.org/Employment>)

- Federal fair employment law – Americans with Disabilities Act (ADA)
 - Quick Guide to the ADA (<http://TriageCancer.org/QuickGuide-ADA>) and Quick Guide to Reasonable Accommodations (<http://TriageCancer.org/QuickGuide-ReasonableAccommodations>)
 - Job Accommodation Network Guide (<https://askjan.org/publications/individuals/employee-guide.cfm>)
- State fair employment law (<http://TriageCancer.org/statelaws>)
- Understand how these and other laws and benefits can work together
 - Quick Guide to How the FMLA Works with Other Benefits (<http://TriageCancer.org/QuickGuide-FMLA-OtherBenefits>)

Come up with a plan.

- Think creatively about what could help address the challenges you are facing at work
 - Everything is on the table (unless it is “unreasonable” or is an “undue hardship” on your employer)
 - Come up with a list of options that might help. They might not pick your first choice, but what they pick has to be effective. Get ideas from the Job Accommodation Network: <https://askjan.org/media/Cancer.html>
 - You can also get more than one accommodation.
- Decide who to first approach to ask for your accommodation (e.g., supervisor, human resources representative, etc.)
- Identify the best time AND best way to ask for your accommodation (e.g., in-person, in writing, does your employer have an established process to ask for an accommodation, etc.)

Make sure everyone is on the same page.

- Get it in writing. After you request an accommodation it is important to document it. Your employer may have a process for this. It could be as simple as sending an email thanking your employer for having the conversation and agreeing to a specific accommodation(s). This can help avoid miscommunication and issues down the road.
- Make your disclosure preferences known (e.g., to supervisors, co-workers, etc.)
 - If you chose to go to HR and don't want your supervisor to know about your medical condition, HR can only share that you have been granted a specific accommodation.
- Understand the interactive process (<https://askjan.org/topics/interactive.cfm>)
- Your needs may change over time. You can ask for new accommodations.

Watch our animated video on Managing Side Effects at Work:

<https://TriageCancer.org/Video-SideEffectsatWork>