## EMPLOYEE QUICK GUIDE: Reasonable Accommodation

The following are the key steps which should be taken by you and your manager when you request a needs assessment and reasonable accommodations. Further information and guidance can be found in the Employee Guide on <https://www.ucd.ie/equality/support/disability/>.

1. Complete the Request Form

Meet with your manager who will explain the process for requesting a needs assessment and accessing Reasonable Accommodations – Complete Section 1 -3 of the form.

1. Participate with the Workplace Needs Assessment

Your manager will send the completed form and contact the EDI Unit to arrange a workplace needs assessment.

The EDI Unit will contact you to obtain further information about the disability and arrange for the appropriate needs assessment to take place. This needs assessment will identify the reasonable accommodations which you may require in relation to the work environment, accessibility, access etc.

**Note:** The Workplace Needs Assessment should usually be completed *within three weeks* of a referral being made to the EDI Unit by the manager.

1. Communicate Accommodations

A meeting will be scheduled with you, your manager, EDI Unit, HR Partner and any other relevant parties identified by you in section 3 of the form to discuss the possible accommodations to be put in place and when they will be implemented by. You will be consulted and involved throughout the entire reasonable accommodation process.

1. Confirmation of Implementation

Your manager will ensure agreed accommodations are implemented and keep you informed around timelines for implementation

While UCD will endeavour to ensure all recommendations are met, should issues arise with non-implementation, you should raise the issue with your manager or HR Partner.

1. Follow up

Your manager, with the support of the HR Partner if required, will agree a schedule of follow up meetings with you to ensure that accommodations are still working satisfactorily (typically after 2 weeks, 6 weeks, 3 months and then every 6-12 months). Where changes are needed, the steps 1-5 will be re-visited.

1. Maintaining Confidentiality & Communications

At all times confidentiality will be maintained in accordance with your wishes and as outlined form. Throughout the process open communications will be maintained with you. You will be updated on progress and consulted on any changes which may need to be implemented. Accurate records at every stage of the assessment process will be maintained and reasons for decisions made will also be recorded.

If you require this booklet in an alternative format (for example braille, large print or e-text) please contact edi@ucd.ie.