



## Oregon Military Department ADA Accommodation Procedure

*Please note: The ADA and State law requires agencies to respond to requests for accommodation in a timely manner. What is "timely" will vary from situation to situation depending on the individual case.*

*Updated on 5/1/2025*

	Who	Function or Activity
1.	Agency Leadership	Identifies a position that will be the ADA Coordinator for the agency. In addition to coordinating the ADA accommodation requests for the agency, this position will be the agency's main resource on all ADA matters and will identify, and where necessary compile outside resources for agency use.
2.	Supervisor/Manager and ADA Coordinator	Identify the essential functions of the position for each position description. The supervisor should provide the ADA Coordinator with the PD.
3.	Employee, a family member, or health care professional	Requests specific accommodation or identifies specific limitations imposed by the disability. Requesting employee submits request to their supervisor or ADA Coordinator. The requesting employee need not mention the ADA or use phrases like "reasonable accommodation" in their request which can be made orally or in writing.
4.	Supervisor/Manager	Upon receiving request for accommodation, contacts the ADA Coordinator.
5.	Requesting Employee, ADA Coordinator, Supervisor/Manager	<p>Through an informal, interactive process, explore potential accommodations that would overcome the limitations. At this stage, the following should occur:</p> <ol style="list-style-type: none"><li>As appropriate, conduct a job analysis of the particular job involved and determine its physical and cognitive requirements, reviewing the essential functions of the position.</li><li>Consult with the requesting employee regarding the precise job-related limitation imposed by the employee's disability and how those limitations could be overcome with a reasonable accommodation.</li><li>The effectiveness of each accommodation is assessed to determine if the employee can perform the essential functions of the position.</li><li>The supervisor confers with the ADA Coordinator and requesting employee, to determine whether the accommodation is reasonable or would pose an undue hardship. Seek input from the HR Director or upper-level leadership if assistance is required.</li><li>If the accommodation(s) are deemed reasonable, consider the preference of the requesting employee and select and implement the accommodation that is most appropriate for both the employee and the employer.</li></ol> <p>If the disability or need for an accommodation is not obvious, it may be necessary for the employee to provide documentation about the disability and/or functional limitations. In this situation, the Agency will request medical documentation, along with a signed Release of Information form directly from the requesting employee. If the information submitted does not clearly explain the disability, or the need for the accommodation, the Agency has the right to request supplemental medical information. The Agency also has the right to have the medical</p>

		information reviewed by a medical expert. A description of the essential functions and working conditions of the job needs to be provided. All medical information will be kept confidential, separate from personnel files.
6.	ADA Coordinator	The ADA Coordinator notifies the employee requesting accommodation of the agency's determination in writing and of the specific accommodations it proposes to make. The HR Director will review the proposed approved accommodation prior to final approval.
7.	Requesting Employee	Accepts or rejects the proposed accommodation based on its effectiveness and may propose different accommodation(s). An employee who rejects an effective accommodation and is unable to perform the essential functions of the job may not be qualified for the position.
8.	ADA Coordinator	If alternative accommodations are proposed, refer to Steps 5, 6 and 7, above.
9.	ADA Coordinator	Follow-up with the employee to determine if the implemented accommodation(s) are effective. The check-in will normally be arranged at an interval of 30, 60, or 90 days after accommodation implementation, but dependent on the situation and scheduled by the ADA Coordinator.
10.	Requesting Employee	<p>If dissatisfied with the Agency's reasonable accommodation decision, the requesting employee may submit a written complaint. The complaint shall be submitted to the ADA Coordinator or HR Director. Exceptions may be granted in special circumstances.</p> <p>The ADA Coordinator and/or HR Director or delegated authority, shall promptly investigate any complaint received. The complainant may be given the opportunity to meet with the ADA Coordinator, whenever feasible, in an effort to resolve the complaint. The results of this internal review are final.</p> <p>If the complainant is dissatisfied with the decision, they may file a complaint with:</p> <ul style="list-style-type: none"> <li>a. OMD HR Director Adjutant General Personnel 1776 Militia Way SE PO Box 14350 Salem, Oregon 97309-5047 503-584-3865</li> <li>b. Oregon Bureau of Labor and Industries 800 NE Oregon St, Suite 1045 Portland, OR 97232 971-673-0761 (voice)</li> </ul> <p>and/or:</p> <ul style="list-style-type: none"> <li>c. Equal Employment Opportunity Commission 1801 L Street NW Washington, D.C. 20507</li> </ul>

		202-663-4900 or 1-800-669-4000 (voice) 202-663-4399 or 1-800-669-6820 (TDD)
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