

I. Summary

The University of California, Riverside (UCR) is committed to procedures that address the interactive process in which UCR engages with employees with disabilities to identify and implement reasonable accommodations when possible

II. Related Policies and References

- A. [Personnel Policy 2.210](#) – Absence from Work
- B. [Personnel Policy](#) – Discrimination, Harassment and Affirmative Action in the Workplace
- C. [Personnel Policy 20](#) – Recruitment and Promotion
- D. [Personnel Policy 21](#) – Selection and Appointment
- E. [Personnel Policy 66](#) – Medical Separation
- F. [Personnel Policy 81](#) – Reasonable Accommodation
- G. [Local Procedure 20 - Recruitment and Selection Guidelines for Staff Positions](#)

III. Definitions

A. Disability

1. A physical disorder or condition that limits a major life activity;
2. A mental or psychological disorder or condition that limits a major life activity;
3. A medical condition that is:
 - a. a cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or
 - b. a genetic characteristic that is known to be a cause of a disease or disorder that is associated with a statistically increased risk of development of a disease or disorder, though presently not associated with any disease or disorder symptoms; and
4. Any other condition recognized as a disability under applicable law.

B. Interactive Process

The process by which the University and the employee engage in a dialogue about the employee's functional work limitations due to a disability and any accommodation that can be provided that would enable the employee to perform the essential functions of the position.

IV. Policy

In accordance with PPSM-81: Reasonable Accommodation, the University of California (UC), Riverside campus provides reasonable accommodation to otherwise qualified employees who are disabled or become disabled and need assistance to perform the essential functions of their positions. Reasonable Accommodation is addressed through the use of the interactive process to determine what, if any, reasonable accommodation will be made.

V. Procedures

These procedures outline the process to document the effort(s) undertaken by the University and the employee with a disability to identify and implement a reasonable accommodation.

Interactive Process

- A.** The interactive process is an ongoing dialog between the employee with a disability and appropriate representatives of the University regarding possible accommodations.
- B.** An employee with a disability may start the interactive process by asking for an accommodation from the department or the Disability Management office. A request for a work-related adjustment or change for a reason related to a mental or physical disability may be made orally or in writing by the employee, or by someone on their behalf.
- C.** The interactive process should begin once the University becomes aware of a potential need for a reasonable accommodation.
- D.** The department is responsible for the identification of the essential functions of the job, and evaluating options for reasonable accommodation.
- E.** In considering the overall reasonableness of possible accommodations, the department, in consultation with the Disability Management office, should evaluate the effectiveness of each in enabling the individual with a disability to perform the essential functions of the job.
- F.** Implement the reasonable accommodation.
- G.** Any accommodation that is implemented should be reviewed periodically by the employee and the department to ensure continuing effectiveness. If the accommodation is no longer effective or no longer needed, the Disability Management office should be contacted.

VI. Medical Documentation

The employee is responsible for providing medical documentation to assist in assessing the extent of the employee's functional limitations and facilitate the interactive process to determine possible reasonable accommodations.

VII. Special Selection

- A.** If efforts to provide all other types of reasonable accommodation are unsuccessful, transfer or reassignment of an employee with a disability to an open and vacant position will be considered as an accommodation option.
- B.** Please consult with the Disability Management office to coordinate efforts to explore this option.