

MANAGERS QUICK GUIDE: Reasonable Accommodation

The following are the key steps which should be taken by the manager where an employee with a disability requests a reasonable accommodation. Further information on rights and responsibilities can be found in the Manager's Guide on <https://www.ucd.ie/equality/support/disability/>.

1. Complete the Reasonable Accommodations Request Form

Meet with the employee, explain the process for requesting a Needs Assessment and accessing Reasonable Accommodations. Advise them to complete Sections 1-3 of the Reasonable Accommodations Request form (RA form).

2. Arrange a Workplace Needs Assessment

Arrange a workplace needs assessment with the University's Occupational Health Physician through the EDI Unit by sending the form on behalf of your employee. The recommendations from the needs assessment will identify the reasonable accommodations which are required by the employee.

3. Agree Accommodations

Schedule a meeting with the employee, EDI Unit, HR Partner and any other relevant parties. In collaboration with the individual, the EDI Unit, HR Partner and any other relevant parties, discuss what possible accommodations will be put in place, what budget (if any) is required, who will be responsible for the accommodations and when they will be implemented by. The School/Unit provide the budget for reasonable accommodations.

Note: The accommodations should be agreed *within three weeks* of the Reasonable Accommodation being agreed. In the small number of cases where this is not possible, it should be flagged with the employee and HR representative and a revised timeline agreed.

4. Confirm Implementation

Ensure agreed accommodations are implemented and escalated through the regular channels where issues arise with non-implementation. Reasonable accommodations put in place should be recorded in the RA form. 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.

5. Follow up

Agree with the employee a schedule of follow up meetings to ensure that accommodations are still working. Agree how often these 'check-in' meetings should take place (typically between 2-6 weeks, 3 months and then every 6-12 months). HR Partners can support you in these meetings if required. Follow-ups should be recorded in Section 4 of the RA form. Where changes are needed, you should follow process steps 1-5 to introduce these.

6. Maintain confidentiality & communication

At all times maintain confidentiality in accordance with the wishes of the individual and as outlined in the RA form. Throughout the process maintain open communications with the individual who has made the request, update them on progress and ensure they are consulted on any changes being implemented. It is important to keep accurate records at every stage of the assessment process and to give reasons for decisions.

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