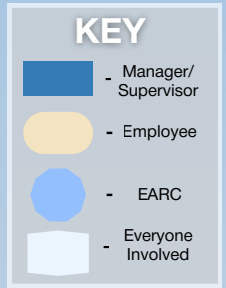


Trigger to the Interactive Process

Interactions Between the Employee, Manager/Supervisor & the Employment Accommodation Resource Center (EARC)



START

Notices employee having difficulty performing job duties because of disability

Begins Dialogue with employee: "I've noticed you've had difficulty performing 'X' job function. Is there anything I can do to help?"

Refers employee to the EARC using the EARC referral letter and guidelines

Contacts EARC to request an employment accommodation

Is eligible under ADA/FEHA

Meets with the employee to discuss how their condition and limitations affects their work.

Identify potential barriers to job performance to determine if barriers can be mitigated with reasonable and appropriate employment accommodations

Consults with manager/supervisor to evaluate possible accommodations, discuss business necessities, and assess effectiveness of the proposed accommodation

Reviews employee's EARC Verification Form or medical documentations to determine eligibility under applicable disability laws: FEHA or ADA

Not eligible under ADA/FEHA

If appropriate, prescribe reasonable employment accommodation(s) to employee and manager/supervisor

If EARC determines there's no reasonable accommodation, informs employee and/or manager/supervisor

Interactive process concludes. Explore other appropriate resources

Employment accommodation(s) put into place by EARC, manager/supervisor, and/or employee

Does not contact the EARC to request employment accommodations despite the referral

Requests an employment accommodation from manager/supervisor

Begins or continues interactive dialogue with employee by asking: "How can I help you?"

Discloses a disability

Does not request an employment accommodation

Document the conversation and employee's decline for help and/or lack of request for assistance/accommodation

END

END

