**ADA Reasonable Accommodation Checklist**

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **Notes** |
| **Inform employees and create an accommodation policy** | | | |
| Have you communicated to all employees about the organization’s commitment to inclusivity and accessibility, including the provision of reasonable accommodations under the ADA? |  |  |  |
| Have you developed a comprehensive reasonable accommodation policy? |  |  |  |
| Is the policy easily accessible to all employees? |  |  |  |
| **Managing requests for accommodation** | | | |
| Has the employee provided a written communication? |  |  |  |
| Does the request include the nature of the employee’s disability and the specific accommodation they need to overcome workplace barriers? |  |  |  |
| Is there additional supporting documentation required to further explain the disability or the need for accommodation? |  |  |  |
| **Engage in interactive dialogue** | | | |
| Once the request has been received, have you set up a meeting to further understand the employee’s limitations and identify accommodations? |  |  |  |
| **Evaluate the accommodation feasibility** | | | |
| Have you evaluated whether the accommodation will allow the employee to perform the essential job functions, and whether it will impose an undue hardship on the organization? |  |  |  |
| Have you considered the cost, the financial resources of the company, the impact on the operations, and the potential disruption to other employees? |  |  |  |
| **Implement the accommodation** | | | |
| Have you clearly communicated the nature of the accommodation and its implementation to the employee, the supervisor, and any other involved personnel? |  |  |  |

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|  | **Yes** | **No** | **Notes** |
| **Monitor and review the accommodation** | | | |
| Are you performing regular reviews of the effectiveness of the accommodation? |  |  |  |
| Are you engaging with the employee to get regular feedback on whether the accommodation is effective? |  |  |  |
| **Maintain confidentiality** | | | |
| Is all the medical information obtained during the course of the accommodation process kept confidential? |  |  |  |
| Is the accommodation information kept separately from general personnel files? |  |  |  |

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