



NOTICE

Subject: REASONABLE ACCOMMODATION PROGRAM

Number: N-112.1

Approved: 1/11/2022

Review: 1/11/2023

Certified:

Responsible Office: Division of Human Resources, Office of the General Manager

1. PURPOSE. This Notice is intended to update the Reasonable Accommodation Program Operating Procedure (OP), OP-112.1-1, approved 6/20/2020 and updated 8/18/2020, to ensure program compliance with regulatory requirements.
2. EFFECTIVE DATE AND EXPIRATION. This Notice is effective immediately and will remain in effect until 1/11/2023 or until cancelled.
3. CANCELLATION. None.
4. APPLICABILITY. This Notice applies to all DNFSB employees and applicants for DNFSB employment.
5. EXEMPTIONS. None.
6. REQUIREMENTS. The following additional and revised requirements are added to the Operating Procedure:
 - A. Section 7 “Procedures” paragraph F is modified to include new subparagraph v.e. as follows: *In deciding on an accommodation request, the DPM shall consider all resources available to the DNFSB as a whole before denying an accommodation based on cost. The DPM must consult with the CFO regarding the availability of funds for use for establishing an accommodation.*
 - B. Section 7 “Procedures” paragraph K is re-titled as *Personal Assistance Services*. The first sentence of the second paragraph is revised to read: *Personal Assistance Services also must be provided when needed because of job-related travel.*
 - C. Section 7 “Procedures” paragraph I is modified to include the following changes: Delete the *and* before (5) and add *and (6) if a request is denied, the basis for the denial; and (7) the number of days taken to process the request.*
7. RESPONSIBILITIES. Responsibilities are as stated in the directive and OP.
8. CONTACT. Address questions concerning this Notice to the General Manager or the Director of Human Resources.

James P. Biggins
General Manager