Reasonable Accommodation (RA) Job Aid

RA Streamline, Executive Department Employees







Section Title

Visit Mass.gov webpage to access RA Online Form

Image or Screenshot

create an undue hardship.

determine:

Reasonable Accommodation

Step 1: Visit Online Form

Overview of the Reasonable Accommodation Process What to expect -RA Guide

Note: A PDF version of a Reasonable Accommodation Request Form can also be submitted

RA Menu Navigation

Image or Screenshot

Step 2: Complete the online form

Note: An employee ID is not required to complete the form.

Step 3: Review the examples of accommodations that

can be requested. Please be sure to type out your requested accommodation(s) and any limitations that

require your need for the accommodation.

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Request for Reasonable Accommodation

The Commonwealth's Executive Departments value diversity. We will provide reasonable accommodations to qualified employees and applicants with disabilities in all aspects of state employment, consistent with the Americans with Disabilities Act of 1990 and state law unless doing so would

The purpose of providing reasonable accommodation is to

enable a person with a disability to perform the essential functions of the job. Therefore, information is necessary to

Accommodation Types

Image or Screenshot

Type of Accommodation Requested The following are examples of accom are not limited to:

odations that can be requested bu

- Modification of Job Duties
 Job modification/tasks
 Flexible time to allow for transportation and/or medical
 schedulee
 Reassignment of job tasks
- Physical Changes

 Installing a ramp or modifying a restroom
 Modifying the layout of a workspace
- Accessible and Assistive Technologies

 Ensuring computer software is accessible
 Providing screen reader software
 Using a tablet to communicate with employees who are deaf
- Accessible Communication
 Providing sign language interpreters or closed captioning at meetings and events
 Making materials in Braille or large print

| Uploading documents & Submission | |
|--|---------------------------|
| | Image or Screenshot |
| Step 4: Review your requestor information and attach any relevant documents. Then click the "submit" button. Note: To upload a document click the add attachment button and select the appropriate file. | SUBMIT Add attachments |

| Acknowledgment Email | |
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| Step 5: Upon submission you will receive an email from your ADA Coordinator acknowledging receipt. Note: Your ADA Coordinator will reach out to you to begin the interactive process | Provide Accorditation Report Submitté Provide Accorditation Report Rep |

Decision

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A decision letter will be sent to the email address you provided.

Note: Decision letters have detailed information regarding your RA, please be sure to read it carefully.

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| Cc OHID-0000-RA-Appeals@mass.gov | | | | | |
| Human Resources Division | | | | | |
| Ana Murillo | | | | | |
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Initiate an Appeal

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Step 1: If you wish to appeal an RA denial you click the "appeal" link within your decision letter.

Note: An agency or secretariat appeal is initiated the same way. To initiate an appeal, you will need to click on the link within your decision letter. Employees who wish to appeal this agency decision have the right to file an appeal with the Secretariat ADA Coordinator within 10 working days. Click here to file an appeal.

Submitting an Appeal

Image or Screenshot

Step 2: Explain in detail the reasoning for an appeal. Upload any additional documents that support the appeal. Read and check off the acknowledgment statement. Click the submit button.

Note: An email receipt acknowledgement will be sent after submitting an appeal.

| Rea | ison for appeal |
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| Acl | knowledgement |
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| Res | Juest that review the decision recently rendered by to my request for |
| I/Ga | sonable Accommodations. |
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| | Acknowledge |
| ~ | Annonce26 |
| The | Commonwealth's policy is to process all formal reasonable accommonation |
| reg | uests within twenty (20) working days of the date the request is received. |
| exc | ept in situations when the employee may need an earlier accommodation to |
| | |