

Requesting a Reasonable Accommodation Checklist

The Americans with Disabilities Act (ADA) prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else. Under Title I of the ADA, a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process. These modifications enable an individual with a disability to have an equal opportunity for employment and in the performance of their job tasks to the same extent as people without disabilities. To request a reasonable accommodation, the teammate will follow the steps below.

Step 1: Teammate downloads and prints two documents from the DAS HR Website.

1. Reasonable Accommodation Request Form
2. Healthcare Provider Reasonable Accommodation Form

Step 2: Teammate completes the Reasonable Accommodation Request Form.

Step 3: Teammate downloads and prints current Classification Specification/Job Description

1. Navigate to the following link: [DAS Website: Job Specifications \(nebraska.gov\)](https://www.das.nebraska.gov/job-specifications).
2. Locate your Classification Title in the list.
3. Click on the name of your Classification.
4. Print the document that appears.
5. If a document does not appear, you must download the document first. A menu will appear at the top of the screen, called “Downloads”. Click on “open file” under the document name.



Step 4: Teammate provides Healthcare Provider (HCP) with three documents:

1. Completed Reasonable Accommodation Request Form
2. Blank Healthcare Provider Reasonable Accommodation Form
3. Current Classification Specification/Position Description


Step 5: HCP reviews completed Reasonable Accommodation Request Form and Job description provided.

Step 6: HCP completes the Healthcare Provider Reasonable Accommodation Form.

Step 7: HCP gives teammate Completed Healthcare Provider Reasonable Accommodation Form.

Step 8: Teammate scans and saves both Reasonable Accommodation documents to computer.

Step 9: Teammate submits a Reasonable Accommodation Case through the Workday Help Center.

1. Navigate to the Workday (found [here](#) or at link.nebraska.gov)
2. Click on ‘Menu’ in the upper left-hand corner.
3. Click on 'Help'
4. Click on ‘Create Case’ at the bottom of the page.
5. Select Case Type: ‘Reasonable Accommodation’ from the drop-down menu.
6. Provide details of your request in the ‘Detailed Description’ box.
7. Click on the paperclip icon and attach Reasonable Accommodation documents 
8. Click on ‘Add Required Details.’
9. Answer the questions accordingly
10. Click “Create Case.’

Step 10: For updates on your Case, return to the Workday Help Center to ‘View Your Cases.’