



REASONABLE ACCOMMODATION / INTERACTIVE MEETING SUMMARY

MEETING NO. _____

Date/Time: _____

Employee: _____

Job Title: _____

Date of Injury/Disability: _____

I. Attending Parties:

_____	_____
_____	_____
_____	_____
_____	_____

II. Purpose of Meeting:

The purpose of today's meeting is to _____

Initial

Initial

Initial

Initial

The following explanation was provided to all parties and they were encouraged to ask questions or request further information, if needed, to fully understand today's process.

Under the Fair Employment Housing Act (FEHA), _____ (employer) is required by law to:

\$ Provide reasonable accommodation for employees who, because of their disability, are unable to perform the essential functions of their job.

\$ Must engage in a timely, good faith interactive process with employees in need of reasonable accommodation.

Request for reasonable accommodations is addressed through the use of the Interactive Process and Accommodation Meeting(s) to determine what, if any, reasonable accommodation can be made.

III. Documents Reviewed/Referenced/Utilized:

Job Description/Essential Functions/Job Analysis: _____

Medical Report(s) Referenced: _____

Industrial Related Work Restrictions Discussed: _____

Employee Comments: _____

Non-Industrial Related Work Restrictions Discussed: _____

IV. Job Functions Discussed/Considered for Reasonable Accommodation:

1. _____
2. _____
3. _____
4. _____

V. Regular Job Discussion and Request for Reasonable Accommodation:

Employer Discussion Summary: _____

Employee Discussion Summary (including any specific requests made by Employee): _____

VI. Accommodation Findings – Regarding Regular Job/Conclusion:

Issues in Need of Further Discussion: _____

Outcome/Discussion Summary: _____

VII. Alternative Employment Discussion:

Alternative Position(s) Considered: _____
