JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

KEITH W. COOLEY
DIRECTOR

MEMORANDUM

DATE: April 26, 2007

TO: DLEG Employees

FROM: Myrtle Gregg-LaFay, Director
Equal Opportunity Office

RE: Reasonable Accommodation Procedure

The Standardized Reasonable Accommodation Procedure was issued by the Department of Civil Service as Regulation number 1.04 on August 24, 1994 and revised on March 18, 2001. The Equal Opportunity Office (EO Office) has the responsibility for processing the Department of Labor and Economic Growth's reasonable accommodation requests from qualified employees and applicants with disabilities. Harold Lewis and I are the Reasonable Accommodation Coordinators (RAC), and have the final authority to approve or deny reasonable accommodation requests. The following is a summary of the procedure.

1. Employees/applicants initiate reasonable accommodation requests by submitting a "Reasonable Accommodation Request" form (CS-1668). They may obtain the CS-1668 by downloading it from the EO Office web page located under the Human Resources section of the DLEG internet.
2. The employee/applicant must submit medical documentation in support of the request. A "Physician's Statement Supporting Employee's Request for Reasonable Accommodation" form, copy attached, may be used or a letter signed by the appropriate physician is acceptable. The documentation must specify what the disability is, and a description of the functional limitations for which accommodation is being requested. Requests may be submitted directly to the EO Office or to the immediate supervisor.
3. If an employee should submit their request to their immediate supervisor, the complete package must be sent to the RAC for approval.
4. If the documentation is incomplete, the RAC will contact the employee.
5. Credit cards are not to be used to purchase reasonable accommodation equipment unless an approved Reasonable Accommodation Request (CS-1668) is on file and the EO Office has authorized the purchase. Procurement will be monitoring credit card purchases that appear to be reasonable accommodation purchases and will follow up with the RAC regarding these types of purchases.
6. Within 4 to 6 weeks after the accommodation has been provided, the RAC will send the supervisor/manager a "Reasonable Accommodation Evaluation" form (CS-1670), which is to be completed by the employee and his/her supervisor and returned to the EO Office.

Any questions regarding this process should be directed to the EO Office in Lansing at 517/335-5824 or in Detroit at 313/456-2461.

For additional information about the EO Office, or the Accommodation process, visit our website at www.michigan.gov/dleg/. Select Inside DLEG, Office of Human Resources, Equal Opportunity.