

# Experience More Access Accommodations Decision Making Tree

Decision making  
guidelines for  
employers with a duty  
to accommodate  
employees with  
disabilities

## 1. Has the employee accessed workplace accommodations in the past? (Guidelines for determining accommodations)

Yes  
What accommodations has the employee accessed in the past?

Does the employee's request require supporting medical documentation?

Yes  
Provide employee with medical form  
Wait for employee to return medical documentation before initiating approval process.

Provide employee with self-assessment if needed.  
Initiate approval process for accommodations.

No  
Refer to accommodations matrix for assistance with determining appropriate accommodations if needed.  
Initiate approval process for accommodations.

No  
What accommodations does the employee think would support them? Provide employee with self-assessment form if needed.

Does the employee's request require supporting medical documentation?

Yes  
Provide employee with medical form  
Wait for employee to return completed medical documentation before initiating approval process.

No  
Refer to matrix for assistance with determining accommodations if needed.  
Initiate approval process for accommodations

## 2. Has the employee submitted medical documentation? (Guidelines for Approval Process)

1. Does the documentation indicate functional impacts that support the employee's request?

Yes  
Initiate approval process for accommodations

No  
Ask employee to fill out self assessment  
And/or request more medical documentation to support employee's request.

2. Does the documentation provide accommodation recommendations that support the employee's request?

Yes  
Initiate approval process for accommodations

No  
Refer to accommodations matrix for assistance with determining appropriate accommodations.

And/or request more medical documentation to support the employee's request.

3. Does the documentation indicate the presence of a on-going or temporary disability?

Yes  
Initiate approval process for accommodations.

Ask student to fill out self assessment

No  
Refer to accommodations matrix for assistance with determining accommodations.

And/or request more medical documentation to support the employee's request.

No  
See guidelines for accessing accommodations w/o medical documentation