

MANAGER/SUPERVISOR DISABILITY CHECKLIST
Equity and Diversity Resource Center
September 2004

When to Consult Waisman Center Human Resources:

- You have become aware of a disability-related employment matter or an employee requests an accommodation.
- You are unsure whether a disability may be present.
- Medical information is needed for ADA, Workers' Compensation, Income Continuation Insurance, or medical leave purposes.
- You need to make a decision to approve, modify or deny an accommodation request.
- You need to impose disciplinary action, up to and including termination, when there is a disability or a perceived disability.

Before You Call Waisman Center Human Resources, Be Prepared to Discuss:

- What are the essential functions of the employee's position? (What skills and abilities are required to perform the job effectively? Would an accommodation enable this employee to perform these functions?)
- What is happening? Why are you calling now?
- How long has this been an issue? What has changed?
- How did you learn about the issues?
(Direct observation, employee informed you, someone else informed you)
- Are others involved? How are they affected?
(Co-workers, management, customers)
- What have you done so far?