



INSTRUCTIONS:

1. Employee/Applicant completes form
2. Attach supporting documents
3. Employee discusses with supervisor
4. Employee obtains supervisor's signature
5. Submit completed form to compliance officer if accommodation was not made at the supervisor's level

**ACCOMMODATION
SLOCOE REQUEST & RESPONSE FORM
FOR EMPLOYEES & JOB APPLICANTS**

ACCOMMODATION REQUEST BY EMPLOYEE/JOB APPLICANT

Employee/Job Applicant Name: _____

Employee's Supervisor: _____

Date Submitted With Supporting Documents: _____

Reason for accommodation request: _____

I need assistance with one or more components of the employee recruitment process
 I need assistance to perform the essential functions of the job.

Accommodation requested: _____

Equipment requested: _____

If accommodation is provided as requested, I expect to be able to perform all of the essential job functions.

If accommodation is provided as requested, I expect to be able to perform all of the essential job functions except:

Employee/Job Applicant

Date

SUPERVISOR RESPONSE TO EMPLOYEE REQUEST

Accommodation Made

Forwarded to compliance officer

Specific accommodation made:

Supervisor

Date

RESPONSE TO REQUEST BY COMPLIANCE OFFICER

Request approved

Request denied

Specific accommodation to be made:

Request denied for the following
reason:

Projected timeline for implementation: _____ Cost estimate: \$ _____

Comments:

**If the accommodation fails to enable employee to perform the essential job functions, it is the
employee's responsibility to notify his/her immediate supervisor.**

Chief Human Resources Officer/Compliance Officer

Date

If the employee/job applicant disagrees with the decision of the compliance officer, the employee/job applicant may file a formal complaint with the County Office regarding discrimination on the basis of disability. The employee/job applicant must submit a complaint form in accordance with County Office procedures on the SLOCOE form provided by the Human Resources Office. The employee/job applicant may also contact the Department of Fair Employment and Housing (DFEH).