



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000



September 3, 2010

POLICY MEMORANDUM
Reasonable Accommodations for Persons with Disabilities

It is the policy of the Department of Defense Dependents Schools-Europe to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. This policy applies to all applicants, employees, and employees seeking promotional or training opportunities.

Senior staff tasked with the responsibility of supervising employees must ensure an employee's performance is satisfactory. It is a supervisor's obligation to ensure an employee is able to perform the essential duties of his/her position to the required level of performance and conduct. It is not the supervisor's responsibility to determine whether or not the employee has a disability. The key consideration for the supervisor is whether or not an employee is able to perform the essential duties of a position to the required level of performance. Essential duties are the main functions that define a position. A reasonable accommodation does not require the agency to accept conduct or performance that falls below the standard required of other employees. Also, accommodations have been ruled not reasonable if they would require the elimination of one or more essential duties from an employee's position, require the acceptance of a lower standard of performance than is required of other employees in the position, require the agency to tolerate misconduct that is not tolerated with other employees, or require the agency to place the employee or other employees at a health or safety risk. The requested accommodation must be reasonable.

Because some disabilities are not obvious, supervisors may be unaware that an employee is having difficulty in performing his/her essential functions because of the disability. Agencies have gotten into trouble because employees have been "regarded as disabled" by supervisors or managers. It is the employee's responsibility to request an accommodation. It is the supervisor's responsibility to monitor performance and conduct. As such, an employee has the responsibility to inform his/her supervisor an accommodation is needed when he/she knows that there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. The individual has the responsibility of requesting an accommodation before performance suffers or conduct problems occur.

All supervisory staff and employees should familiarize themselves and follow the Agency procedures established for requesting a reasonable accommodation found in Department of Defense Education Activity (DoDEA) Pamphlet 09-EEO-01, "Procedures

to Facilitate the Provision of Reasonable Accommodation" dated October 9, 2009, located on the DoDEA DMEO website at:

<http://www.dodea.edu/offices/eo/forms.cfm?sid=6>

The pamphlet can also be viewed on the Department of Defense Dependents School-Europe (DoDDS-E) website at:

<http://www.eu.dodea.edu/dmeo/resources.php>.

Supervisors and employees must have interactively communicated with one another to determine the job's essential functions, to assess the employee's specific physical or mental abilities and limitations as they relate to the job, to discuss how these barriers can be overcome with an accommodation, and to identify potential accommodations and assess their effectiveness. Although the Agency should consider an employee's suggestions for reasonable accommodation, and address them in any possible subsequent proposal and decision letters, it is not obligated to provide the reasonable accommodation preferred by the employee. Any reasonable accommodation by the Agency that satisfies its legal obligations is sufficient.

Employees should be aware that their preferences will be given first consideration; however, a supervisor may choose one less expensive or easier to provide, as long as the accommodation is effective. Individuals who refuse an accommodation necessary to perform essential job functions, and as a result cannot perform those functions, risk being considered as no longer a qualified employee.

DoDEA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources contact person referred to in the announcement. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Complaints alleging discrimination based on a disability (mental or physical) may be filed by contacting the Diversity Management and Equal Opportunity (DMEO) Program Manager by phone at DSN 334-2490 or (49)-(0)6134-604-490 or by e-mail at william.suddeth@eu.dodea.edu. The aggrieved person must bring the matter to the attention of the DMEO Program Manager within 45 days of the occurrence.

This policy should be posted on all official bulletin board in compliance with 29 CFR 1614.102(b)(6).



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