

The Standard is partnering with your HR Team for ADA Accommodations



## **A Referral is Recognized:**

**Your dedicated Accommodation Specialist with the Standard reviews FMLA exhaust/ineligible reports weekly and initiates referrals:**

- When an employee is approaching exhaustion of continuous leave under the FMLA and/or City LOA
- When an employee is ineligible for FMLA and/or City LOA

**HR refers employees who, as a result of a medical or psychiatric condition are struggling to perform job duties**

- If the employee is requesting leave, please direct them to apply for leave with the Standard (to ensure any outstanding FMLA, City LOA, and/ or disability benefits will be applied)



## **When HR is aware of an accommodation or equipment request:**

Send an email to: [CityofFriscoADA@standard.com](mailto:CityofFriscoADA@standard.com) to initiate the request

- Include employee name, job description, and any pertinent details



## **The Accommodation Specialist at The Standard receives the referral, sets up the case, and:**

- Reviews the referral and reaches out to the employee to obtain medical information and discuss the request
- Reaches out to the employee's designated HR team to clarify job duties and determine if the limitations and restrictions can be accommodated
- Reaches out to the medical provider, if needed, to clarify information



## **The Standard provides accommodation suggestions to HR for approval of accommodations.**

Accommodation suggestions may include:

- Leave of absence as an accommodation
- Equipment
- Schedule changes or reduced work schedules



## **HR decides if the suggested accommodations are reasonable**

The Accommodation Specialist communicates the decision to the employee



## **The Standard ensures that any approved accommodations are implemented.**

The ADA Accommodation Specialist or the Workplace Possibilities Program Consultant tracks conversations and activities to support the ADA interactive process.