

Trigger to the Interactive Process :

Interactions Between the Employee, Manager/Supervisor & the Employment Accommodations Resource Center (EARC)

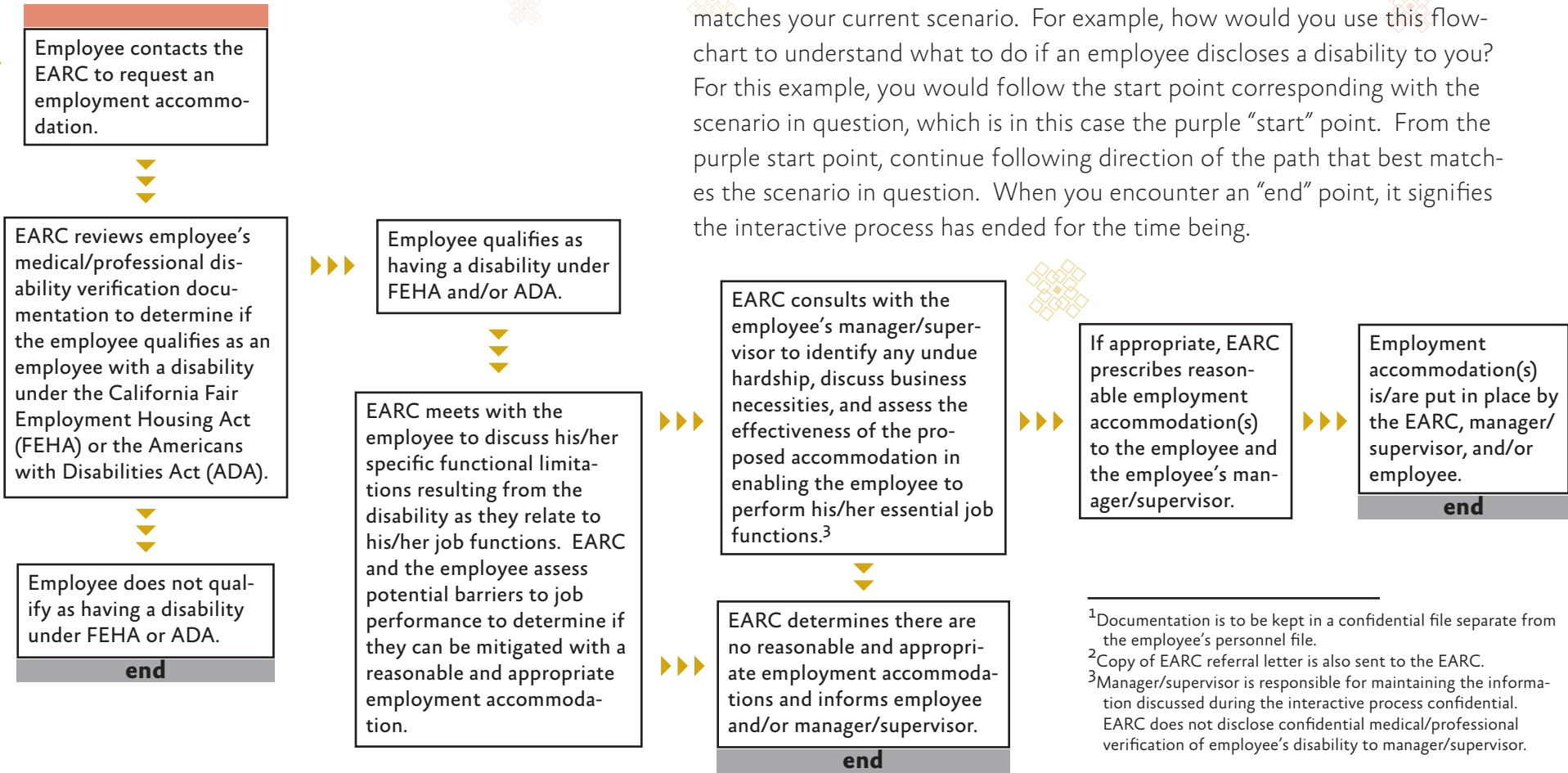
The Employment Accommodations Resource Center (EARC) is the University's administrative program charged with collecting confidential medical and professional verification of a qualified employee's disability to determine reasonable and appropriate employment accommodations.

To determine reasonable and appropriate employment accommodations for qualified SJSU employees, the EARC engages in an interactive process with the employee and the employee's manager/supervisor. The interactive process is the collaborative process by which the EARC, an employee, and an employee's manager/supervisor engage in discussion, review, and/or implementation of reasonable and appropriate employment accommodations.

The interactive process may be an ongoing process as the employee's condition and/or position description change overtime.

The "Trigger to the Interactive Process" flowchart is a tool to assist SJSU managers and supervisors in understanding the points at which the interactive process can start and end, as well as the responsibilities and interactions between the employee, manager/supervisor, and the EARC within the interactive process. Employees may also find this flowchart as a helpful tool. This flowchart is meant as a general guide and should not be substituted for direct consultation with the EARC regarding complex employee disability related issues.

INSTRUCTIONS: To use this flowchart, identify the starting point that best matches your current scenario. For example, how would you use this flowchart to understand what to do if an employee discloses a disability to you? For this example, you would follow the start point corresponding with the scenario in question, which is in this case the purple "start" point. From the purple start point, continue following direction of the path that best matches the scenario in question. When you encounter an "end" point, it signifies the interactive process has ended for the time being.



¹Documentation is to be kept in a confidential file separate from the employee's personnel file.
²Copy of EARC referral letter is also sent to the EARC.
³Manager/supervisor is responsible for maintaining the information discussed during the interactive process confidential. EARC does not disclose confidential medical/professional verification of employee's disability to manager/supervisor.