

The Interactive Process



Purpose: The Interactive Process (IP) is an ongoing process to determine accommodations which would be appropriate for an employee to be able to perform the essential functions of their job should their abilities be limited in some manner.

How do I know if an Interactive Process meeting is right for me?	There are many reasons an employee may need accommodations in their job, everything from physical accommodations to mental or emotional supports. <u>We highly recommend you contact EGEA to discuss if this process is appropriate for your situation.</u> Contacting EGEA even before you obtain a note from your medical professional can be helpful to ensure that the physician lists limitations, not accommodations. EGEA can suggest another process that might be more appropriate for your situation if necessary. You can also learn more about the Interactive Process in EGEA's "5 Things about the Interactive Process" handout.
What constitutes a need for an IP?	The following are some common examples: An employee may have needs as a result of symptoms that accompany a diagnosed physical or mental health related medical condition.
What kind of things would an IP do to help me if I do have a limitation that impacts my ability to do my job?	Common workplace limitations and corresponding accommodations might include the following (keep in mind these are examples only). Depending on the limitation documented by a physician, accommodations can range from having ergonomic work stations, supportive devices, or various other means of meeting a member's needs. The sooner you reach out to EGEA the more effectively we will be able to assist you in navigating this process.
If I am managing the situation on my own, why might I need an IP?	It's possible that not all needs are immediate, instead, things may manifest at a future time. Being proactive is key! Do not wait until you are struggling! Because this is a legal process, the accommodations will be in effect and required to be implemented for the duration of your employment, even if you change work locations. Accommodations can only change by having another IP meeting.
What can I expect in an IP?	After contacting EGEA and submitting the required documents to Risk Management, a meeting is scheduled through the risk management department. The meeting will include Risk Management staff, Human Resources staff, your immediate supervisor, your EGEA representation upon request, and anyone else that you choose to be present with you. You will have an opportunity to describe your needs to assist in determining the appropriate accommodations that will enable you to satisfy the essential functions of your job. Follow up meetings are held as necessary as implementation of the accommodation plan progresses. There is no need to reveal a diagnosis in this process; nobody will ask for one at any time.