



**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

**SLOCOE ACCOMMODATION  
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:

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Supervisor

Date

**RESPONSE TO REQUEST BY COMPLIANCE OFFICER**

Request approved

Request denied

Specific accommodation to be made: \_\_\_\_\_

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Request denied for the following reason:

\_\_\_\_\_

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

Comments: \_\_\_\_\_

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**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).