

Procedures for Providing Reasonable Accommodation for Individuals with Disabilities**CHAPTER 7 . DELAYS IN PROVIDING ACCOMMODATION****7-1. INTERIM ACTIONS**

When all facts and circumstances known to the agency make it reasonably likely that an individual will be entitled to a reasonable accommodation, but the accommodation cannot be provided immediately, the agency shall provide an interim accommodation that allows the individual to perform some or all of the essential functions of his or her job, if it is possible to do so without imposing undue hardship on the agency.

7-2. PROVIDING MEASURES OUTSIDE REASONABLE ACCOMMODATION

The decision maker, in concert with the Disability Program Manager, may provide measures that are not reasonable accommodations within the meaning of the law, if: (1) they do not interfere with the operations of the agency and (2) the employee is clearly informed that they are being provided only on a temporary, interim basis (e.g., a broken leg or arm is a temporary condition and it does not fall within the meaning of the law because it is not permanent. However, a supervisor or manager may provide reasonable accommodation (late arrival, parking etc.) on a temporary basis as long as it does not interfere with the operations of the agency (undue hardship).

7-3. TEMPORARY MEASURES OF REASONABLE ACCOMMODATION

There may be a delay in receiving adaptive equipment for an employee with a vision disability. During the delay, the supervisor might arrange for other employees to act as readers. This temporary measure may not be as effective as the adaptive equipment, but it will allow the employee to perform as much of the job as possible until the equipment arrives.

7-4. REASONABLE ACCOMMODATION THAT CROSSES PROGRAM OFFICES

For reasonable accommodation requests crossing Program Office areas of responsibility, the Disability Program Manager, in consultation with the immediate supervisor, POH or designee will coordinate such requests with the appropriate offices. These may include, but are not limited to, the following:

- Facility accessibility issues under Section 504 of the Rehabilitation Act of 1973, as amended. These issues will be coordinated with the Office of Fair Housing and Equal Opportunity and the General Services Administration or the owner of the building, as appropriate.

- Technology accessibility issues under Section 508 of the Rehabilitation Act of 1973, as amended. These issues will be coordinated with the Office of Administration, Chief Technology Officer.
- Reassignment, sign language interpreters, readers, or other staff assistant, and leave policy issues will be coordinated with the Office of Human Resources.
- Accessible parking spaces will continue to be handle in accordance with the procedures outlined in HUD's Administrative Services Policy Handbook, No. 2200.1. Material in alternative format will be coordinated with the Office of Administrative and Management Services by the DPM and Regional or Field Office designee, if any.