



Occupational Accommodations Training For Supervisors

Learner Workbook



Activity: Is This An Accommodations Request?

Notes:

Training Materials

One of your employees shares that they struggle reading training materials in a 1:1 meeting with you. They also mention they have a unit training coming up next week in this conversation.

Lifting Difficulties

You are a supervisor of Facility Maintenance Workers for your agency. One of your employees comes into work. At the start of their shift, they tell you they can't complete their shift for the night because they can't lift more than 10 lbs, but they should be better by next week.

Caring For A Child With A Disability

Your employee texts you requesting a shift change because they need to care for their child with complex medical needs.

Disclosing At A Discipline Meeting

You are conducting a disciplinary meeting with one of your employees. When you review the allegations about the employee's behavior, they share that they behaved that way due to a medical condition.

Accommodations Case Studies

Notes:

Remote Work

An employee who spends 40% of time at their desk preparing reports and presentations requests to work remotely because they are having difficulty concentrating.

Observed Workplace Difficulties

You are a supervisor of Mechanics in an agency. One morning, you walk out on the shop floor and notice one of your employees is having difficulty completing their assigned tasks for the day. You notice them holding their shoulder, stretching their shoulder, and wincing, then momentarily stepping away from the vehicle they are working on before continuing to work.

Accommodations Case Studies

Notes:

Religious Accommodation

One of your employees, a Streets employee, shares with you that they cannot follow the unit's uniform guidelines. They share that they must wear a long skirt instead of pants due to the religion they practice.

Pregnancy Accommodation

You are a fire lieutenant. One of your employees, a firefighter, discloses to you that they are pregnant and shares they are unable to respond to 911 calls.

Guide: How To Make An Employee Referral

Please feel free to print this page, cut out each box, and post them somewhere visible at your desk.

Employee Medical Disclosures: If You're Not Sure, Refer!

Encourage employees who disclose medical information to reach out to Leah and the FMLA inbox.

If documentation is shared with you, do not review it. Instruct the employee to seal it in an envelope and label it "Accommodations".

Email Leah and/or the FMLA inbox that an employee shared a medical-related concern, the date the concern was shared, and that you provided the employee with accommodations and FMLA contact information.

Responding To Colleague Inquiries

"This is a confidential matter that I am already aware of. I work to follow City policies and procedures related to assigning and managing work."

Referral Contacts: Employee Medical Information

**Leah Reinardy, Occupational Accommodations Specialist
(Accommodations)**

Accommodations@cityofmadison.com

608-267-1156

**Juan Ortiz, Leave and Benefits Program Assistant (Family and Medical
Leave)**

FMLA@cityofmadison.com

608-266-4617

Resources & Support

Category	Topic Title (<i>hyperlinked</i>)
Accommodations Contact Information	Leah Reinardy Occupational Accommodations Specialist Accommodations@cityofmadison.com 608-267-1156
Family & Medical Leave Contact Information	Leave and Benefits Program Assistant FMLA@cityofmadison.com 608-266-4617
Disability Accommodations Policies	APM 2-22: Workplace Accommodations APM 2-40: Fitness for Duty Examinations APM 2-7: Temporary Transitional Assignments
Family & Medical Leave Policies	APM 2-21: Family and Medical Leaves of Absence APM 2-31: Leave of Absence Without Pay APM 2-45: Disability Leave/Layoff
Affinity Groups	Disability Resource Group (DRG)
Accommodations Brainstorming Resource	Job Accommodation Network
Related Trainings	Family and Medical Leave Training for Supervisors Handling Confidential Information Document Accessibility Basics Plain Language & Effective Communication