



## **Reasonable Accommodations Committee (RAC) Procedures for Current Employees**

The Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008, hereafter (ADAAA), requires employers to provide reasonable accommodation to qualified employees and applicants with disabilities (Refer to applicable process for job applicants.); unless such accommodation would pose an undue hardship (e.g. it is too costly, too extensive, too substantial, or too disruptive). In general, the applicant or employee with a disability is responsible for letting Metra know that an accommodation is needed in order for him/her to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment.

Any Metra employee may request an accommodation to perform the essential functions of his/her job because of a physical or mental disability. The employee begins the interactive process by requesting an accommodation from his/her supervisor or the Reasonable Accommodations Committee ("RAC"). Additionally, managers have a responsibility to initiate the interactive process when they observe or become aware of an employee's need for accommodation. All requests, whatever their origin, will be processed and handled by RAC. RAC is composed of the Chief Human Resources Officer; RAC Chairperson, and Metra's Chief Medical Officer (CMO). RAC is advised by Metra's Associate General Counsel.

### **I. Declaration**

To initiate the process, the employee can make a declaration of disability on a Reasonable Accommodation Disability Declaration Form (Page 3) provided by the Diversity & Civil Rights Department for that purpose, or the employee can notify his/her supervisor that he/she needs an accommodation at work for a medical condition. Once the employee has declared himself/herself disabled and completed the Reasonable Accommodation Disability Declaration Form, the request is referred to RAC. The employee must also agree in writing to authorize RAC to receive/review medical information specifically related to the medical condition for which s/he is requesting consideration.

### **II. Confirmation**

The employee completes the Reasonable Accommodation Disability Declaration Form and returns it, along with supporting documentation from his/her personal physician, to the Diversity & Civil Rights Department. The CMO then takes the necessary steps to determine if the employee's declared condition constitutes an impairment that may substantially limits a major life activity as defined by the ADAAA and/or state law. Based upon the facts developed in the CMO's investigation, RAC determines whether the applicant or employee is otherwise "qualified" for the job in question, and whether his/her physical or mental impairment may constitute a disability for purposes of the ADAAA and/or state law. Pursuant to the ADAAA, RAC may take into account ordinary eyeglasses and contact lenses when assessing disability status relative to vision. If these criteria are met, RAC discusses the appropriateness of the accommodation that the employee requested.

### **III. Accommodations Review Process**

The interactive process continues when:

1. RAC convenes to determine whether an accommodation might be necessary and/or feasible (reasonable) in accordance with the guidelines of the ADAAA and/or state law. RAC may request input from the employee and/or his/her manager(s).
2. RAC may also consult with other appropriate departments (e.g., Engineering, Administrative Services, or Safety) when physical accommodations are requested. External experts may also be consulted when necessary.
3. If RAC determines that an accommodation may be needed, RAC continues the interactive process by working with the employee to identify a reasonable accommodation. RAC then makes a preliminary recommendation regarding an accommodation.
4. The Chairperson advises the ED/CEO of the recommended accommodation and secures his/her approval when needed.
5. The Chairperson meets with the prospective applicant or employee's manager to discuss the recommended accommodation.
6. The Chairperson advises the employee or applicant of the recommended accommodation prior to implementation.
7. The Chairperson follows up after implementation to ensure that the accommodation effectively addresses the employee's or applicant's needs. The Diversity & Civil Rights Department maintains documentation of all accommodations. These documents are confidential and not made part of an employee's personal file, where appropriate, however, certain documents may be made part of an employee's medical file.
8. Where applicable, the Office of Employment Services will meet with the employee to explore other job opportunities when a job change is recommended. The Office of Employment Services may also become involved with an employee in those situations when RAC determines that an individual is not a qualified person with a disability.
  - a. As part of the interactive process, there may be circumstances in which employees who are disabled under the requirements of the ADAAA will be afforded additional consideration in the vacancy filling process. RAC, in conjunction with HR, will make a determination when employees qualify for this process.



Reasonable Accommodation Disability Declaration Form for Employees

Name: \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_  
Number Street State Zip Code

Telephone #: \_\_\_\_\_  
Home Work Cell

Email Address: \_\_\_\_\_

Job Title Employee ID # Department Work Location

Designated Representative: \_\_\_\_\_  
(if applicable) Name Telephone #

Brief description of job duties:  
(Attach job description if available) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you perform the essential functions of your job with or without an accommodation?  
(If you answer no to this question, you do not qualify for an accommodation pursuant to  
the ADAAA law). Yes  No

Type of disability: \_\_\_\_\_  
\_\_\_\_\_

What major life activity is affected? (Examples include: performing manual tasks,  
seeing, hearing, lifting, and bending). \_\_\_\_\_  
\_\_\_\_\_

If an accommodation is necessary, what adjustments do you suggest?  
\_\_\_\_\_  
\_\_\_\_\_

Refer to attached medical documentation (if appropriate)\*

Employee Signature Date

\*You should attach medical information to your letter to help establish that you are a person with a disability and to document the need for accommodation.



**Reasonable Accommodation Medical Release of Information Form  
Northeast Illinois Regional Commuter Railroad Corporation  
(d/b/a Metra)**

I authorize any doctor, hospital, employer, and/or any other person, to whom this signed authorization is delivered, to furnish any information (reports, medical reports, x-rays, copies of medical records, etc.\*) which may be requested by Metra’s Reasonable Accommodations Committee (RAC) of the Northeast Illinois Regional Commuter Railroad Corporation relative to my medical condition of \_\_\_\_\_.

A photocopy of this authorization will act as the original.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

**\*\*“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”**

Return to:

Countess P. Cary, Chairperson  
Metra/Reasonable Accommodations Committee (RAC)  
Diversity and Civil Rights  
547 West Jackson Blvd.  
Chicago, Illinois 60661

The Reasonable Accommodation Disability Declaration and Medical Release of Information forms may be faxed to (312) 322-6471.

For additional information, you may contact Metra’s RAC Chairperson at (312) 322-8934 or ccary@metrarr.com.