

# Procedure for Requesting Reasonable Accommodation

1. An individual, or individual's representative who is requesting the reasonable accommodations, must inform the Department of the need for an adjustment or change at work or during the application process. The Request for Accommodation under the Americans with Disabilities Act (Form RA-1) and the Authorization for Release of Medical Information for Disability Accommodations (Form RA-3) are available for an employee to fill out and submit to the CRCB. These forms may be found on the Department's CRCB webpage located at <http://bit.ly/HIDOECRCB>.
2. The CRCB will inform the employee's or applicant's worksite administrator of the request. The CRCB will obtain any relevant medical information concerning the requestor's physical and/or mental disability in order to make a determination.
3. If the employee or applicant is a "qualified individual with a disability," the CRCB will initiate the interactive process between the employee or applicant and immediate supervisor to discuss reasonable accommodations. Any accommodations agreed upon will be put in writing. If the employee or applicant does not qualify as an "individual with a disability" and/or a "qualified individual" the administrator is not obligated to provide reasonable accommodations. The administrator may provide some form of assistance, but it shall not be called a reasonable accommodation for ADA purposes.

## Contact Information

Department of Education • Civil Rights Compliance Branch • P.O. Box 2360 • Honolulu, HI 96804  
Phone: (808) 586-3322 or via relay • FAX: (808) 586-3331 • Email: [crcb@k12.hi.us](mailto:crcb@k12.hi.us)  
Beth Schimmelfennig - Director • Rhonda Wong - Compliance Specialist

### Civil Rights Equity Specialists:

Nicole Isa-Iijima - Title IX • Toby Yamashiro - Title VII • Aaron Oandasan - Title VI • Krysti Sukita - ADA/504

### Complex Area Equity Specialists:

Lindsay Kukona Pakele - Farrington-Kaiser-Kalani • Marie Neilson - Kaimuki-McKinley-Roosevelt • Christina Simpson - Aiea-Moanalua-Radford • Michael Murakami - Leilehua-Mililani-Waiialua • Nara Sitachitta - Campbell-Kapolei • Shari Dela Cuadra - Pearl City-Waipahu • Lance Larsen - Nanakuli-Waianae • Anna Tsang - Castle-Kahuku • Anna Tsang - Kailua-Kalaheo • Dee Sugihara - Hilo-Waiakea • Moana Hokoana - Kau-Keaau-Pahoa • Dee Sugihara - Honokaa-Kealakehe-Kohala-Konawaena • Venus Lee - Baldwin-Kekaulike-Maui • Megan Moniz - Hana-Lahainaluna-Lanai-Molokai • David Dooley - Kapaa-Kauai-Waimea

*For Employees and Applicants*

DEPARTMENT OF EDUCATION  
STATE OF HAWAII



*Responsibilities and Procedures for Addressing  
Requests for Reasonable Accommodations  
Due to a Disability*

# To All Department of Education Employees and Applicants

This brochure provides information concerning your rights and responsibilities under the Hawaii State Department of Education's (Department) Requests for Reasonable Accommodations due to a Disability from Disabled Employees and Job Applicants.

The Department is an equal opportunity employer committed to a workplace that practices respect, celebrates diversity, and is free of any form of illegal discrimination.

Should you have any questions, or for further assistance, please contact the Department's Civil Rights Compliance Branch (CRCB).

## Responsibilities of the Department of Education

The Department shall provide reasonable accommodation(s) to a qualified applicant or employee with a disability, who makes a request for reasonable accommodation and it is determined that reasonable accommodations are available, unless to do so would impose an undue hardship or fundamentally alter the nature or operation of the work.

The policy applies to all employment practices and actions, which include but are not limited to: recruitment, examination and testing, hiring, training, disciplinary action, rate of pay and other forms of compensation, advancement, reclassification, transfer, reallocation, promotion, demotion, benefits, and any other terms and conditions of employment.

The obligation to provide reasonable accommodation is a form of non-discrimination and is determined on a case-by-case basis. All state, complex, and school level administrators of the Department are responsible for implementing reasonable accommodations approved by the CRCB and ensuring equal opportunities for qualified applicants and employees with disabilities.

## Terms Defined

**“Qualified Individual with a Disability”** is an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires and can perform the essential functions of such position, with or without reasonable accommodation.

**“Disability”** means a physical or mental impairment that substantially limits one or more of the person's major life activities, a record of such impairment, or being regarded as having such impairment. Major life activities may include hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, or working as compared to the average person in the general population.

**“Essential job functions”** means tasks that are fundamental and necessary for the position and must be performed with or without an accommodation (this may include the time spent on a task or duty). Essential functions do not include incidental duties.

**“Reasonable accommodation”** means any change to the work environment or the way things are usually done that allows an individual with a disability to enjoy equal employment opportunities. Examples of reasonable accommodations include but are not limited to: job restructuring; parking; modified work schedules; modification or purchase of equipment; and modifications of examinations and training materials or policies.

**“Undue hardship”** means significant difficulty or expense incurred by an employer with respect to the provision of an accommodation. Significant difficulty can mean accommodations that are unduly extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the business, or would impact upon collective bargaining agreements or civil service laws.

