



South Carolina Human Affairs Commission
1026 Sumter Street, Ste. 101, Columbia, SC 29201
Office: (803) 737-7800
Email: Information@schac.sc.gov



1. What is Reasonable Accommodation?

It is an adjustment or modification made to a job or the workplace or the usual manner or circumstances of performing the job that allows an applicant or employee with a disability to successfully apply for the job, perform the duties of the job, or enjoy the benefits and privileges of employment. Reasonable accommodation also applies to the application process.

2. How do I request a Reasonable Accommodation?

Typically, just ask. There is no special process to request an accommodation and you do not have to use special words. Nor do you have to put your request in writing. However, some employers do have a specific process, so ask your employer.

3. What do I need to tell my employer?

Simply tell your employer that you need an adjustment or change at work due to a disability. Be prepared to provide your employer with enough information to show that you have a disability. It is important to note that you are not required to provide your entire medical or mental health history to obtain an accommodation. You only need to provide pertinent information to request an accommodation.

4. What happens next?

After the request is made, the employer may ask that you complete certain forms, or follow other procedures. When the disability and/or the need for accommodation is not obvious, the employer may ask you for *reasonable documentation* about your disability and functional limitations. The employer is entitled to know that you have a covered disability for which you need a reasonable accommodation.

Reasonable documentation means that the employer may require only the documentation that is needed to establish that you have an ADA disability, and that the disability necessitates a reasonable accommodation. Thus, an employer, in response to a request for reasonable accommodation, cannot ask for documentation that is unrelated to determining the existence of a disability and the necessity for an accommodation. This means that in most situations an employer cannot request your complete medical records because they are likely to contain information unrelated to the disability at issue and the need for accommodation. If you have more than one disability, an employer can request information pertaining only to the disability that requires a reasonable accommodation.

An employer may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any particular situation will depend on the disability and the type of functional limitation it imposes. Appropriate professionals include, but are not limited to, doctors (including



South Carolina Human Affairs Commission
1026 Sumter Street, Ste. 101, Columbia, SC 29201
Office: (803) 737-7800
Email: Information@schac.sc.gov



psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

In requesting documentation, employers should specify what types of information they are seeking regarding the disability, its functional limitations, and the need for reasonable accommodation. You can be asked to sign a limited release allowing the employer to submit a list of specific questions to the health care or vocational professional.

As an alternative to requesting documentation, an employer may simply discuss with you the nature of your disability and functional limitations. It would be useful for the employer to make clear to you why it is requesting information, i.e., to verify the existence of an ADA disability and the need for a reasonable accommodation.

Examples of accommodations include:

- Providing written materials in accessible formats (large print, Braille, or disc).
- Adjusting or modifying work schedules.
- Providing readers or sign language interpreters.
- Holding recruitment, interviews, tests, and other parts of the application process in accessible locations.
- Holding staff meetings in accessible locations.
- Providing or modifying equipment and devices.
- Adjusting or modifying policies and procedures.
- Changing the work environment in ways that improve accessibility.

5. Your “Reasonable Accommodation” may be different from those provided to other employees or job applicants.

This is because the accommodation depends upon the nature of the disability and the type of job. The accommodation, no matter what it is, may not be unduly costly or disruptive for your employer. Your employer can choose the type of reasonable accommodation that will be made available; however, the accommodation must allow an employee or applicant with a disability to be successful.

6. What should I do if I believe I have experienced discrimination?

If you believe you have experienced discrimination, contact the South Carolina Human Affairs Commission. Our office is located at 1026 Sumter Street Suite 101, Columbia SC 29201. We are open Monday through Friday, 8:30 am - 5 pm. We can be reached at 803-737-7800. You may also provide an initial questionnaire to us by completing one of the **Employment Discrimination Complaint** forms found at <https://schac.sc.gov/filing-complaint>. After you file a complaint, an investigator will investigate the issues, make a determination, and attempt to conciliate your charge, when appropriate.



South Carolina Human Affairs Commission
1026 Sumter Street, Ste. 101, Columbia, SC 29201
Office: (803) 737-7800
Email: Information@schac.sc.gov



7. I'm an employer. How can I schedule training?

Please contact training@schac.sc.gov or (803) 737-7800 for more information.