

NYCHA STANDARD PROCEDURE MANUAL
SP 007:01:1, REASONABLE ACCOMMODATIONS
FOR JOB APPLICANTS AND EMPLOYEES

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SUBJECT	PROCEDURE OWNER	APPROVED DATE	APPROVED BY	INDEX NO.
REASONABLE ACCOMMODATIONS FOR JOB APPLICANTS AND EMPLOYEES	OFFICE OF EEO, FAIR HOUSING, AND ACCESS SERVICES	Issued October 29, 2001 Revised April 30, 2002 Revised May 27, 2015 Revised July 6, 2018 Date: <u>1/20/2026</u>	 Claudia Dillon Vice President & EEO Officer  Erin Villari Chief Administrative Officer	007:01:1

I. PURPOSE

The purpose of this Standard Procedure is to establish processes for New York City Housing Authority (NYCHA) staff who review and process reasonable accommodation requests for job applicants and employees.

NYCHA reviews and processes reasonable accommodation requests from job applicants and employees according to the following laws and their implementing regulations:

1. Americans with Disabilities Act of 1990, as Amended, 42 U.S.C. §§12101 et seq;
2. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000e et seq;
3. Pregnant Workers Fairness Act 42 U.S.C. § 2000gg et seq;
4. New York State Human Rights Law, New York Executive Law §§290 et seq;
5. New York City Human Rights Law, New York City Administrative Code 8-107 et seq.

II. POLICY

It is NYCHA's policy to provide reasonable accommodation to job applicants and employees to enable them to apply for a position at NYCHA or perform the essential functions of a job they hold or desire to hold, unless providing such accommodation would create an undue hardship on NYCHA or pose a direct threat of harm to the health and safety of others.

III. APPLICABILITY

This procedure applies to all NYCHA employees who review and process reasonable accommodation requests for job applicants and employees.

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IV. DEFINITIONS

A. Childbirth

Labor and delivery, whether or not they result in a live birth.

B. Cooperative Dialogue

The process by which NYCHA and a job applicant or employee who is entitled to, or may be entitled to, an accommodation under the law engages in good faith in a written or oral dialogue concerning the person's accommodation request. This dialogue includes the communication the Reasonable Accommodation Unit has with managers from the business unit about the impact on operations.

C. Direct Threat

1. A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.
2. To determine whether a reasonable accommodation poses a direct threat, the following factors are considered:
 - a. How long the harm lasts;
 - b. The nature and severity of the potential harm;
 - c. The likelihood that potential harm occurs; and
 - d. The risk of the potential harm.

D. Disability

1. A physical, medical, mental, or psychological impairment.
2. In determining if an individual has a disability, the following factors are considered:
 - a. A history or record of such impairment.
 - b. The individual is regarded as having such impairment.
3. Temporary or short-term injuries, as well as chronic conditions, may qualify as disabilities even if the impairments, when treated, permit the individual to perform

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physical activities without limitation, and/or the conditions do not substantially limit the individual's major life activities.

E. Essential Functions

1. The fundamental job duties of the employment position which the individual belonging to any of the four reasonable accommodation protected categories as stated directly above in definition IV.D.1. holds or applies for.
2. In evaluating whether certain functions of a job are considered essential, factors including, but not limited to, the following are considered:
 - a. Whether the position exists for performance of that particular function;
 - b. Whether the function is critical and highly specialized so that the employee in the position was hired for their specific expertise or ability to perform it;
 - c. Whether removal or reassignment of the function would fundamentally alter the position; and
 - d. How much time is spent performing the function.

F. Reasonable Accommodation

An accommodation that can be made to:

1. Allow an employee or applicant to perform the essential functions of a job they hold or desire to hold;
2. Make the interview and onboarding process accessible for an applicant; and
3. Not cause an undue hardship in the conduct of NYCHA's operations.

G. Religion

A sincerely held religious belief, observance, or practice.

H. Undue Hardship

A significant difficulty or expense incurred by NYCHA if the requested accommodation is approved.

1. In determining undue hardship, the following non-exhaustive list of factors may be considered:

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- a. The nature and cost of the accommodation;
- b. Impact on operations, including loss of productivity, increased staffing needs, or delays;
- c. The overall size and financial resources of the department and NYCHA; and
- d. For religious-based accommodations, the number of individuals who need the particular accommodation to a sincerely held religious observance or practice.

V. REVIEW CYCLE

The Office of EEO, Fair Housing, and Access Services (EFAS) shall review this Standard Procedure once every three years, or sooner if necessary; and make amendments as required by federal, state, or city laws or regulations. EFAS advises the Compliance Department via e-mail if no changes are needed or submits its revisions to the procedure by submitting NYCHA eForm, *Procedure Development Request*.

VI. RESPONSIBILITIES

A. Office of EEO, Fair Housing, and Access Services (EFAS)

1. Vice president & EEO officer
2. Americans with Disabilities Act (ADA) coordinator
3. Reasonable Accommodations Unit
 - a. Reasonable accommodation coordinators
4. EEO and Fair Housing Investigations Unit

B. Law Department

1. Office of General Counsel
 - a. Appeals delegate

C. Human Resources

1. Timekeeping Unit
 - a. Assigned employees

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2. Worker's Compensation Unit
 - a. Worker's compensation examiners

D. Supervisors

E. Hiring Managers

VII. PROCEDURE

A. Reasonable Accommodation Categories

A job applicant or employee may request a reasonable accommodation based on the following protected categories:

1. Disability
2. Pregnancy, childbirth, or a related medical condition, including, but not limited to:
 - a. Lactation needs;
 - b. Infertility;
 - c. Gestational diabetes;
 - d. Pregnancy-induced hypertension;
 - e. Hyperemesis;
 - f. Preeclampsia;
 - g. Depression;
 - h. Miscarriage; or
 - i. Recovery from childbirth, miscarriage, or termination of pregnancy.
3. Religion
4. Status as a victim of domestic violence, sex offense, or stalking
 - a. A domestic violence victim is a person who has been subjected to acts or threats of violence (not including self-defense) or economic abuse committed by:

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- (1) A current or former spouse of the victim;
- (2) A person with whom the victim shares a child;
- (3) A person with whom the victim is cohabiting or has cohabited;
- (4) A person with whom the victim is or has been in a continuing social relationship of a romantic or intimate nature; or
- (5) A person who is or has continually or at regular intervals lived in the same household as the victim.

b. Sex Offense or Stalking Victim

- (1) Victims of sexual and stalking offenses that constitute violations of the New York State Penal Law.

B. Examples of Reasonable Accommodations

NOTE:	In accordance with applicable federal, state, and local laws, the Reasonable Accommodations Unit conducts an individualized review on a case-by-case basis of each accommodation request to determine what accommodation, if any, can be provided. The examples outlined in this Standard Procedure are included for illustrative purposes only and are not intended to be, nor should be, interpreted as, a guarantee of the specific accommodation(s) an employee or job applicant may be offered.
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1. Disability-based accommodations include, but are not limited to, the following:
 - a. Making facilities physically accessible to, and useable by, an individual with a disability (for example, providing ramps, restroom bars, or signage);
 - b. Providing readers or American Sign Language (ASL) interpreters for the hearing-impaired or other similar support services during the application process;
 - c. Acquisition of, or modifications to equipment or devices;
 - d. Appropriate adjustment or modifications of examinations;
 - e. Provision of qualified readers or interpreters;
 - f. Modified work schedules; and
 - g. Reassignment to a vacant position.

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2. Religious-based accommodations include, but are not limited to, the following:
 - a. Flexible arrival and departure times;
 - b. Leave or voluntary swaps of shifts or assignments;
 - c. Time and/or place to pray;
 - d. Accommodation relating to appearance and uniforms; and
 - e. Modified work schedules.
3. Pregnancy, childbirth, or related medical condition accommodations include, but are not limited to, the following:
 - a. Additional breaks;
 - b. Adjustments to uniform requirements or dress codes;
 - c. Assistance with manual labor;
 - d. Changes to work environment;
 - e. Leave for prenatal appointments;
 - f. Light duty/temporary transfer;
 - g. Leave to recover from childbirth; and
 - h. Moving a workstation to permit movement or stretching of extremities, or to be closer to a bathroom.
4. Status as victim of domestic violence, sex offense, or stalking accommodations include, but are not limited to, the following:
 - a. Modified and/or flexible arrival and departure times;
 - b. Confidentiality of work location information;
 - c. Leave; transfer; shift change or reassignments; and
 - d. Leave in connection with any of the following:
 - (1) Seeking medical attention for injuries caused by violence;

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- (2) Obtaining services from a shelter, program, or rape crisis center;
- (3) Obtaining psychological counseling related to an incident of domestic violence, stalking, or other offense;
- (4) Participating in safety planning or to take other actions to increase safety from future incidents of domestic violence, stalking or other offenses; or
- (5) Obtaining legal services, assisting in the prosecution of the offense, filing a complaint, securing a restraining order, or appearing in court.

C. Requesting Reasonable Accommodations

NOTE:	Eligibility for the 55-a program, which allows a qualified person with a certified mental or physical disability to be hired into competitive civil service positions without having to take an exam, is determined by the New York City Department of Citywide Administrative Services (DCAS).
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1. Job Applicants

- a. A job applicant seeking a reasonable accommodation may complete NYCHA Form 015.208, *Reasonable Accommodation Request Form*, and submit it along with supplemental information to the Reasonable Accommodation Unit at emp.rar@nycha.nyc.gov.

NOTE:	If a hiring manager becomes aware of an applicant needing a reasonable accommodation or receives a request from an applicant for a reasonable accommodation, the hiring manager must forward the request or refer the applicant to the Reasonable Accommodations Unit by e-mail at emp.rar@nycha.nyc.gov .
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The reasonable accommodation coordinator:

- (1) Confirms with the job applicant that they received their reasonable accommodation request.
- b. If the applicant requests assistance with the completion of NYCHA Form 015.208 *Reasonable Accommodation Request Form*, the reasonable accommodation coordinator provides assistance to the extent it is reasonable.

2. Employees

- a. To request an accommodation, a NYCHA employee must complete NYCHA Form 015.208, *Reasonable Accommodation Request Form*, and submit it to the Reasonable Accommodation Unit by e-mail at emp.rar@nycha.nyc.gov.

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- b. If the employee requests assistance completing NYCHA Form 015.208, *Reasonable Accommodation Request Form*, a reasonable accommodation coordinator provides assistance to the extent it is reasonable.
- c. Employees requesting work schedule adjustments based on a religious belief or practice must complete NYCHA Form 015.359, *Religious Observance Schedule Request Form*, and submit it to their supervisor at least 15 days before the start of the request. The department supervisor must promptly complete the form and send it to the Reasonable Accommodation Unit at emp.rar@nycha.nyc.gov for review and final determination.

NOTE:	Reasonable accommodation requests made by consultants are handled exclusively by the Human Resources Department and the consultant's staffing agency.
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3. Supervisors and Human Resources

- a. To the extent a supervisor or the Human Resources Department becomes aware of an employee needing a reasonable accommodation, they must refer the employee to the Reasonable Accommodations Unit at emp.rar@nycha.nyc.gov.
- b. If a supervisor or the Human Resources Department receives a request from an employee for a reasonable accommodation, they must forward the request to the Reasonable Accommodations Unit by e-mail at emp.rar@nycha.nyc.gov.

D. Reasonable Accommodation Decision-Making Process

NOTE:	A decision regarding the reasonable accommodation request must be made within a reasonable time, but no more than 20 business days from receipt of the request, unless circumstances allow for additional time.
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1. Job Applicants

- a. The reasonable accommodation coordinator:
 - (1) Consults with the applicant, the director of the department with the vacancy for which the applicant has applied, and other appropriate individuals, to obtain information to help evaluate relevant factors, including essential functions of the job, undue hardship, and direct threat.

NOTE:	In some instances, more detailed medical documentation may be required.
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- (2) Reviews the reasonable accommodation request and consults with the Office of EEO, Fair Housing, and Access Services (EFAS) vice president & EEO officer and/or the ADA coordinator, who decides to grant or deny the request. The consultation includes evaluation of relevant factors, including essential functions of the job, undue hardship, and direct threat.

NOTE:	The written decision to grant or deny the request must be made within a reasonable amount of time of receipt of the request, unless circumstances allow for additional time.
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- (3) Emails the reasonable accommodation determination to the applicant.
Determinations include:
 - (a) Approved accommodation;
 - (b) Hybrid accommodation (approved in part, denied in part);
 - (c) Alternative accommodation;
 - (d) Denied accommodation; or
 - (e) Moot (determination no longer applicable; for example, the applicant withdraws the request).
- (4) Notifies the Human Resources Department and the hiring manager in an email of the Reasonable Accommodation Unit's final determination.

2. Employees

- a. For all requests other than religious-based schedule modification, the reasonable accommodation coordinator:
 - (1) Sends an email to the employee acknowledging receipt of their reasonable accommodation request.
 - (2) Follows up with the employee for more information or documentation, if necessary, to help evaluate relevant factors, including the employee's ability to fulfill essential functions of the job, undue hardship, and direct threat.
 - (3) Reaches out to the employee's direct supervisor for agreement. If the direct supervisor raises concerns related to a relevant factor in making the determination, such as essential functions, undue hardship, or direct threat, then the reasonable accommodation coordinator contacts the direct supervisor to get more information.

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- (4) Consults with the EFAS vice president & EEO officer and/or the ADA coordinator on a final determination. The consultation must include evaluation of relevant factors such as essential functions of the job, undue hardship, and direct threat.
 - (5) Sends the final written determination to the employee. Determinations include:
 - (a) Approved accommodation;
 - (b) Hybrid accommodation (approved in part, denied in part);
 - (c) Alternative accommodation;
 - (d) Denied accommodation; or
 - (e) Moot (determination is no longer applicable; for example, the employee withdraws the request).
 - (6) Emails the employee's direct supervisor informing them about the final determination.
- b. For religious-based schedule modification, the reasonable accommodation coordinator:
- (1) Upon receipt, sends an email acknowledging receipt of NYCHA Form 015.359, *Religious Observance Schedule Request Form*, to the employee and their supervisor.
 - (2) Consults with the EFAS vice president & EEO officer and/or the ADA coordinator on a final determination. The consultation includes an evaluation of relevant factors, such as essential functions of the job, undue hardship, and direct threat.
 - (3) Fills out Section V of NYCHA Form 015.359, *Religious Observance Schedule Request Form*, with the final determination.
 - (4) Sends a copy of NYCHA Form 015.359, *Religious Observance Schedule Request Form*, to the employee and their supervisor, which includes the final determination of either an approval or denial.
 - (5) If approved, sends NYCHA Form 015.359, *Religious Observance Schedule Request Form*, to the Human Resources Timekeeping Unit.

NOTE:	If a staff person in EFAS has a reasonable accommodation request, the request is sent to the Law Department's General Litigation Division for review and final determination.
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E. Additional Steps for Extended Leave Requests

1. When an employee submits a reasonable accommodation request to the Reasonable Accommodation Unit to extend their leave, the Human Resources Department's Workers Compensation Unit:
 - a. Takes appropriate action to reflect the extended leave date in Workday following final determination by the Reasonable Accommodation Unit.

NOTE:	If the request for extended leave is denied, the employee can file a written appeal within 10 calendar days of receipt of the decision. See Section VII.G., Appeals, below, for more information.
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F. Additional Steps for Transfer and Reassignment Requests

1. For requests related to a transfer or a reassignment, the reasonable accommodation coordinator:
 - a. Confirms with Human Resources whether the employee's title has vacancies at other locations.
 - b. If a vacancy exists, contacts each location to determine whether the vacancy has been filled, and whether any requested modifications in the employee's reasonable accommodation request can be met without undue hardship.
2. If the position still is vacant and the location can accommodate the employee, then the reasonable accommodation coordinator offers the transfer or reassignment to the employee.
3. If the employee accepts the offer, the reasonable accommodation coordinator:
 - a. Informs the employee's current location, the new location, and Human Resources proposing an effective transfer date no earlier than two weeks from the date of this notice. Human Resources and the locations are responsible for the necessary administrative transactions.
4. If the employee rejects the offer, or a location cannot accommodate the employee, then the reasonable accommodation coordinator issues a final denial determination.

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G. Appeals

1. For decisions made by the Reasonable Accommodation Unit, a job applicant or employee can file a written appeal with the Reasonable Accommodations Unit within 10 business days of receiving the decision.
2. The reasonable accommodation coordinator forwards the appeal to the appeals delegate.
3. The appeals delegate:
 - a. Reviews relevant documents limited to the information and documents contained in the Reasonable Accommodation Unit's case file that were relied on to make the determination.
 - b. Issues a final written determination within 15 business days from the date the appeal was submitted, unless circumstances allow for additional time.

NOTE:	If an employee or job applicant submits new documentation after filing the appeal or submits new documentation to the Reasonable Accommodation Unit before the appeal review is complete, those documents cannot be considered on appeal but instead can be reviewed by the Reasonable Accommodation Unit as a new request. The Reasonable Accommodation Unit must make a separate determination based on the new documentation, and a new appeal may be brought from that determination.
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NOTE:	The appeals delegate does not conduct a cooperative dialogue; rather, the Reasonable Accommodation Unit must make a separate determination based on the new documentation.
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H. Complaints

1. Job applicants and employees may file a complaint of disability discrimination including failure to accommodate or failure to engage in the cooperative dialogue with EFAS's EEO and Fair Housing Investigations Unit within 365 calendar days of the alleged act of discrimination. Such a complaint does not halt the reasonable accommodation request process.
2. If the complaint involves a failure to accommodate a claim against the Reasonable Accommodation Unit, the EEO and Fair Housing Investigations Unit cannot accept the

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complaint for investigation due to conflict of interest because the Reasonable Accommodation Unit is situated within EFAS.

3. In cases where such a conflict of interest exists, EFAS refers the complaint to NYCHA's Office of General Counsel, to determine if an investigation is warranted. If it determines an investigation is warranted, the Office of General Counsel refers the matter to outside counsel.
4. If the complaint involves a failure to accommodate a claim against anyone outside of the Reasonable Accommodation Unit, the EEO and Fair Housing Investigations Unit may proceed with its standard course of action following receipt of a complaint in accordance with NYCHA Standard Procedure 006:23:1, *Equal Employment Opportunity and Fair Housing*.

I. Confidentiality

1. All NYCHA staff involved in the reasonable accommodation process must maintain confidentiality to the extent required by applicable federal, state, or local law.
2. Personal Information
 - a. The following roles in this standard procedure have access to all reasonable accommodation-related personal information:
 - (1) Vice president & EEO officer
 - (2) ADA coordinator
 - (3) Reasonable accommodation coordinators
 - (4) Appeals delegate
 - b. The following roles in this standard procedure **do not** have access to reasonable accommodation-related personal information:
 - (1) Hiring managers
 - (2) Assigned employees from the Timekeeping Unit
 - (3) Worker's compensation examiners
3. Separate, confidential personnel files in EFAS hold the documents and information concerning a medical condition, diagnosis, or history of an employee requesting a reasonable accommodation. This information is treated as confidential medical records, except to the extent that:

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- a. Supervisors need to be informed of medical symptoms related to an employee's medical condition, diagnosis, or history in order to implement any reasonable accommodations.
- b. First-aid and safety personnel need to be informed if the medical condition may require emergency treatment.
- c. The appeals delegate needs to be provided the complete Reasonable Accommodation file.

VIII. OUTPUTS, REPORTS, AND RECORDKEEPING

A. Outputs

1. Completed and signed NYCHA Form 015.208, *Reasonable Accommodation Request Form*, with determination.
2. Accommodation of NYCHA employees and job applicants on the basis of disability; pregnancy, childbirth, or related conditions; religion; or status as victim of domestic violence, stalking, or sex offense; to remove barriers in the workplace, enabling them to perform the essential functions of a job they hold or desire to hold.

B. Reports

The Reasonable Accommodation Unit generates quarterly reports detailing the status of reasonable accommodation requests and decisions made including, but not limited to:

1. Number of requests;
2. Basis of requests;
3. Rate of approved versus denied accommodations;
4. Number of appeals and decision type;
5. Type of accommodations; and
6. Location.

C. Recordkeeping

1. The Reasonable Accommodation Unit maintains all reasonable accommodation request records and documents permanently as required by the retention schedule described in NYCHA Standard Procedure 094:23:1, *Records Management*.

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IX. TRAINING REQUIREMENTS

The EFAS vice president & EEO officer, the ADA coordinator, and the reasonable accommodation coordinators attend ongoing training to maintain compliance with updated federal, state, and city laws and regulations.

X. PERFORMANCE METRICS

- A. Total number of pending requests
- B. Number of requests opened per month
- C. Number of requests closed per month
- D. Number of requests approved, including alternative approvals, per month
- E. Number of requests denied per month
- F. Average number of business days to close request
- G. Number of determinations appealed
- H. Average number of business days to close appeal

XI. NON-COMPLIANCE

- A. NYCHA staff involved in the job applicant or employee reasonable accommodation process are required to comply with this procedure.
- B. Departments are required to take corrective action to bring NYCHA into compliance.
- C. If unsatisfactory work or non-compliance is identified, supervisory staff must take one or more of the following actions:
 - 1. Identify areas for follow-up training for the employee(s) and ensure training is scheduled and provided.
 - 2. Reinforce with the employee(s) the job expectations, accountabilities, and the progressive discipline process.
- D. Failure to comply with the requirements of this Standard Procedure may result in disciplinary actions as per the NYCHA Human Resources Manual.

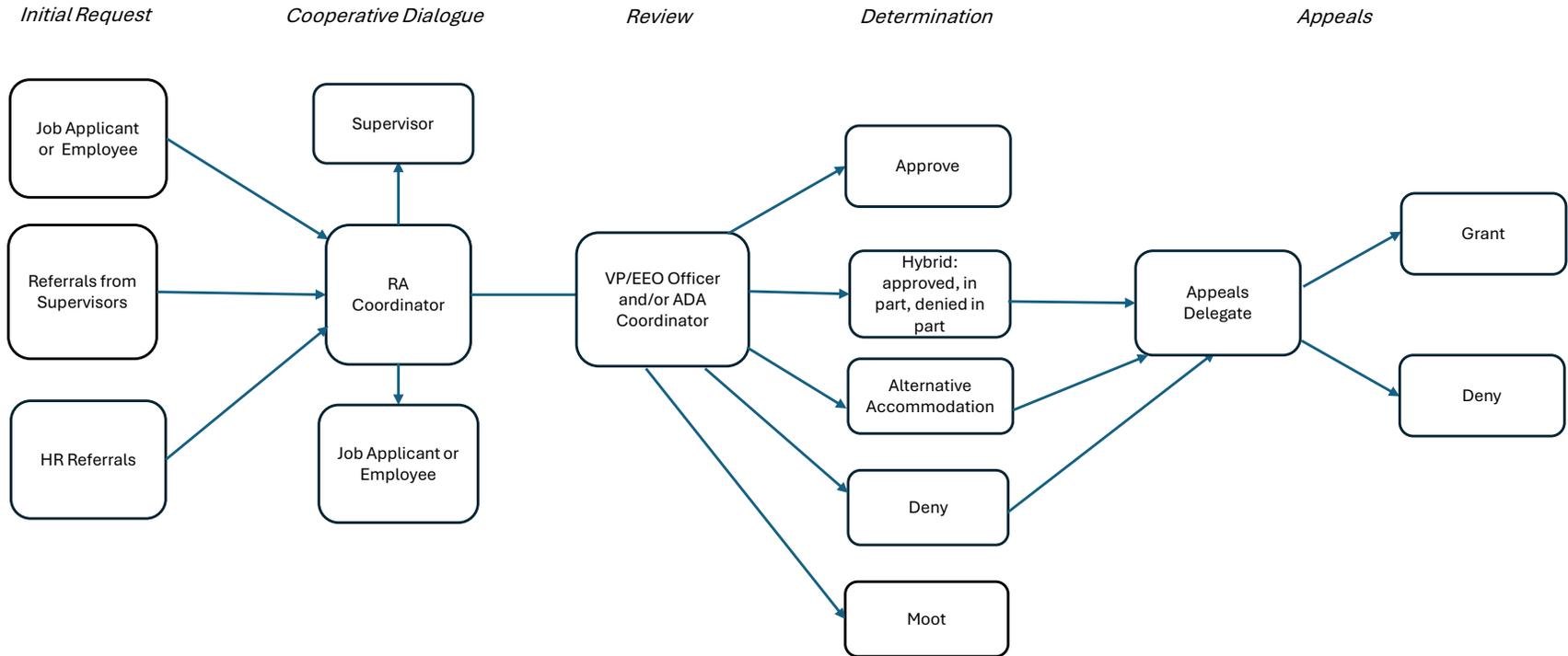
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XII. FORMS

- A. NYCHA Form 015.208, *Reasonable Accommodation Request Form*
- B. NYCHA Form 015.359, *Religious Observance Schedule Request Form*

XIV. WORKFLOW

Reasonable Accommodation Unit Workflow



XV. REVIEW/REVISION HISTORY PAGE

Review/ Revision	Review/ Revision Date	Sections Amended
1.	5/27/2015	Added Table of Contents
2.	5/27/2015	Banner
3.	5/27/2015	Added Section I, Purpose
4.	5/27/2015	Section II, Policy
5.	5/27/2015	Added Section III, Applicability
6.	5/27/2015	Added Section IV, Definitions
7.	5/27/2015	Added Section V, Review Cycle
8.	5/27/2015	Added Section VI, Responsibilities
9.	5/27/2015	Section VII, Procedure
10.	5/27/2015	Added Section VIII, Outputs, Reports, and Recordkeeping
11.	5/27/2015	Added Section IX, Training Requirements
12.	5/27/2015	Added Section X, Performance Metrics
13.	5/27/2015	Added Section XI, Non-Compliance
14.	5/27/2015	Added Section XII, Forms
15.	5/27/2015	Added Section XIII, Workflow
16.	5/27/2015	Added Section XIV, Review/Revision History Page
17.	5/27/2015	Added Section XV, Appendices
18.		Reformatted Section XIV, Review/Revision History Page
19.	7/6/2018	Banner
20.	7/6/2018	Section I, Purpose
21.	7/6/2018	Section II, Policy
22.	7/6/2018	Section IV, Definitions
23.	7/6/2018	Section VII, Procedure
24.	1/20/2026	Section I, Purpose
25.	1/20/2026	Section II, Policy
26.	1/20/2026	Section III, Applicability
27.	1/20/2026	Section IV, Definitions
28.	1/20/2026	Section V, Review Cycle
29.	1/20/2026	Section VI, Responsibilities
30.	1/20/2026	Section VII, Procedure
31.	1/20/2026	Section VIII, Outputs, Reports, and Recordkeeping
32.	1/20/2026	Section IX, Training Requirements
33.	1/20/2026	Section XII, Forms
34.	1/20/2026	Section IV, Workflow
35.	1/20/2026	Section XVI, Appendices

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XVI. APPENDICES

A. Position Duty Statements

1. Office of EEO, Fair Housing, and Access Services

a. Vice president & EEO officer

- (1) Reviews and makes final decisions for reasonable accommodation requests.
- (2) Engages in cooperative dialogue with supervisors as needed.

b. ADA coordinator

- (1) Reviews and makes final decisions for reasonable accommodation requests.
- (2) Engages in cooperative dialogue with supervisors as needed.

c. Reasonable Accommodation Unit

(1) Reasonable accommodation coordinator

- (a) Tracks, reviews, documents, and maintains electronic files for all reasonable accommodation requests for job applicants and employees.
- (b) Monitors the Reasonable Accommodation Unit's e-mail mailbox.
- (c) Reviews all reasonable accommodation requests to determine if they are complete.
- (d) Adds all relevant information, documents, and communications to individual request folders.
- (e) Engages in cooperative dialogue with supervisors as needed.

d. EEO and Fair Housing Investigations Unit

- (1) Address complaints of disability discrimination.

2. Law Department

a. Office of General Counsel

- (1) Appeals delegate

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(a) Reviews appeals of decisions made by the EFAS vice president & EEO officer and/or the ADA coordinator that involve a reasonable accommodation request from job applicants or employees.

(b) Issues a final determination on job applicant or employee appeals.

3. Supervisors and Hiring Managers

- a. Provide the job applicant or employee with information on how to submit their Reasonable Accommodation request to the Reasonable Accommodation Unit for review.
- b. Forward any reasonable accommodation requests from job applicants or employees immediately to the Reasonable Accommodation Unit.
- c. Communicate in a timely manner with the Reasonable Accommodation Unit and provide information when requested, as part of the cooperative dialogue.
- d. Help EFAS implement and monitor the reasonable accommodation, including when a reasonable accommodation expires.

4. Human Resources

a. Timekeeping Unit

(1) Assigned employees

(a) Assist the Reasonable Accommodation Unit with work shift and schedule change requests.

b. Worker's Compensation Unit

(1) Worker's compensation examiner(s)

(a) Reflect the extended leave date in Workday following the final determination by the Reasonable Accommodation Unit.