

DOA DIVISION OF PERSONNEL MANAGEMENT

- BUREAU OF AFFIRMATIVE ACTION BULLETIN -

Date: October 10, 2016

Locator No.: DPM-0414-AA

Subject: Reasonable Accommodation
Data Collection

The purpose of this bulletin is to announce an update to the procedures for collecting reasonable accommodation request data. All completed accommodations must now be entered into the Reasonable Accommodations (RA) module in the Wisconsin state government STAR enterprise information system. Paper or scanned copies of blinded requests will no longer be accepted by the Bureau of Affirmative Action (BAA). Information needed by BAA for reporting purposes will be queried directly from the RA module, and reasonable accommodations compliance will be reviewed during BAA agency monitoring.

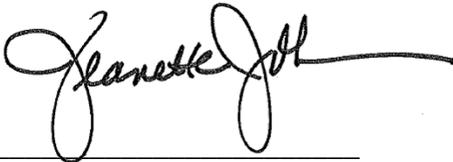
Agencies will designate one or more staff members to serve as Reasonable Accommodations Coordinators. Those designated staff members will be role mapped to the Reasonable Accommodations module within STAR and will be responsible for entering all accommodation information into the system. Staff members responsible for accommodations typically include employees with the following titles: Equal Opportunity Program Specialist; Affirmative Action Officer; Medical Coordinator; and/or Human Resources Director.

Employees requesting an accommodation should complete a Reasonable Accommodation Request form and submit it to the agency's designated Reasonable Accommodations Coordinator. Agencies may create their own form provided the agency form contains the same information as the DPM form. The checkboxes on the request form correspond with the Diagnosis Codes within the RA module. Subsequent steps taken during the interactive process will be recorded in STAR, up to and including information related to the final accommodation.

A sample reasonable accommodations policy, which includes the decision making and appeals processes, is located in Chapter 800 of the Wisconsin Human Resource Handbook, and on the DOA/DPM website.

This bulletin replaces OSER-0366-AA.

If you have questions regarding these issues, contact the Bureau of Affirmative Action at: (608) 266-5709; DPM/BAA@wi.gov



Jeanette Johnson, Director
Bureau of Affirmative Action