BOARD OF EDUCATION RETIREMENT SYSTEM

OF THE CITY OF NEW YORK

65 COURT STREET – 16TH FLOOR | BROOKLYN, NY 11201-4965

Reasonable Accommodation Request Form

May 2021

TO: All BERS Employees

FROM: Sanford Rich
Executive Director

SUBJECT: **REASONABLE ACCOMMODATION REQUEST**

It is the policy of the NYC Board of Education Retirement System (BERS) to provide reasonable accommodations to employees that permit them to perform the essential functions of the job in connection with **disability, religion, pregnancy, childbirth or a related condition, and status as a victim of domestic violence, sex offenses, or stalking (collectively "protected bases")***, unless so doing will result in undue hardship to the agency. BERS is also committed to providing reasonable accommodations that enable employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Any current or prospective employee who is a qualified individual may request a reasonable accommodation in order to assist in performing the essential functions of his/her present assignment. Determinations regarding accommodations will be made on an individual basis after a review of the following: the individual's functional limitations; the medical documentation of the individual (if applicable), the essential functions of the job; and whether the granting of the accommodation would impose an undue hardship on BERS. Information regarding an individual's disability will be kept confidential to the extent required by law.

REQUESTING AN ACCOMMODATION

As a first step, an individual who feels that he/she is in need of an accommodation must first discuss the request informally with his/her supervisor. An individual is not required to provide information as to the nature of his/her disability, and need only state the need for an accommodation, and outline his/her functional limitations and the particular accommodation(s) requested. Examples of such accommodations include, but are not limited to: visual aid equipment, ergonomic chair, telework schedule (due to an underlying health condition), and modified or flexible work schedules. If an accommodation request is denied or cannot be provided through the above-referenced informal means, the individual may apply for a formal accommodation by submitting the Accommodation Request Form on pages #3 and #4. Medical or other documentation to support the request must be attached. The request is to be forwarded to the **Principal EEO Officer, Michelle Pyram,** at mpyram@bers.nyc.gov, with a copy to the **Deputy EEO Professional, Tene Williams**, at twilliams24@bers.nyc.gov.

TIMEFRAME FOR PROCESSING ACCOMMODATION REQUESTS

Informal
The individual should speak to his/her supervisor regarding the accommodation need to determine if granting it would cause undue hardship to the agency. In the case of an informal request, the supervisor can decide if the request would need to be escalated to a formal review. An informal request will be granted or denied within 10 business days.

Formal
If all the supporting information requested has been provided, all accommodation requests will be either granted or denied within 30 days of making the request. The decision will be communicated directly to the individual, with a copy to their immediate supervisor.

Expedited
If an accommodation is needed for imminent medical treatment or to avoid imminent emotional and/or bodily harm, the individual should submit a request for reasonable accommodation for expedited review. Requests of this nature will be reviewed and decided on in less than 30 days.

GRANTING AN ACCOMMODATION

The Principal EEO Officer will review each request carefully and take into consideration that there is no “one-size-fits-all” formula for deciding when to grant a reasonable accommodation. During the review, the Principal EEO Officer will meet with the individual to determine physical or mental abilities or limitations and the specific barriers these limitations pose to the performance of the job’s essential functions. If a reasonable accommodation is possible, the Principal EEO Officer will forward the details of the accommodation to the individual’s supervisor and the Executive Office. Once granted, accommodations may be reevaluated, modified or terminated due to changed circumstances.

NOTIFICATION OF A DETERMINATION

When a final determination to either approve or deny an accommodation request has been rendered, an official letter will be sent to the individual via email and regular mail. A copy of the final determination letter will be placed in the individual's file and also forwarded to the individual’s supervisor. Reasonable accommodations will also be reported in DCAS’ Citywide Complaint/Reasonable Accommodation Tracking System.

Please note: A request for remote work to care for another individual (e.g. your child or a member of your household with an underlying health condition, etc.) is not currently covered under this Reasonable Accommodations Policy. Please speak with your immediate supervisor to discuss leave options or possible alternative work arrangements.

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Reasonable Accommodation Request Form

To be completed by the applicant

EMPLOYEE ID

TITLE

LAST NAME

FIRST NAME

M.I.

STREET ADDRESS

APT NUMBER

CITY

STATE

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

UNIT

OFFICE LOCATION

☐ **55 WATER STREET** ☐ **65 COURT STREET**

SUPERVISOR'S NAME

SUPERVISOR'S TELEPHONE NUMBER

BASIS OF THE REQUEST FOR A REASONABLE ACCOMODATION:

DETAILED DESCRIPTION OF REASONABLE ACCOMMODATION REQUEST:

DETAILED DESCRIPTION OF JOB DUTIES:

Signature of Applicant **Date**

Supporting documentation must accompany this request.