

Accommodation Self-Screening Tool for Employees

REMOTE WORK IS NOT AN APPROVED ACCOMMODATION AT THIS TIME.

Do you have a documented medical condition for yourself or an immediate family member that limits your ability to work onsite?

YES

If you are requesting an accommodation due to your personal medical condition, complete the [Employee Accommodation Request \(RWAR-2\)](#) form and submit to Alyssa Mireles via (alyssa_mireles2@vcccd.edu) in Human Resources via email.

If the request is due to an immediate family member's medical condition and your presence is required in the home to provide full-time care, do not complete any paperwork. Email Alyssa Mireles (alyssa_mireles2@vcccd.edu) in Human Resources with a request to speak to someone regarding your situation.

Upon receipt of the RWAR-2 form, HR will contact you to engage you in the ADA interactive process and may provide you with a questionnaire to be filled out by your medical provider. Once the physician questionnaire is received HR will schedule a meeting to review your restrictions based on your medical documentation.

NO

Is your request to continue remote work due to the following?

- Child School/Day Care availability
- Transportation issues/ Commute
- Live with someone with a compromised immune system
- Fear
- Preference/Choice

If your request is based on the reasons noted above, you are not eligible for remote work. If you need to request time off because you are unable to return to the worksite, please email Alyssa Mireles in Human Resources at Alyssa_mireles2@vcccd.edu with a brief description of your situation and with any questions you might have.