



OKLAHOMA Human Services

Division Name
Division Address
www.okdhs.org

August 19, 2022 **(Date)**

Jane Smith **(Employee's Name)**
1010 ADA Drive OKC, OK 73111 **(Employee's Address)**
Data Analyst I **(Employee's Position)**
Child Welfare Services **(Program Division)**

Dear. Ms. Smith,

On July 27, 2022, we received your request for reasonable accommodation on OKDHS form 14CR003E, signed July 27, 2022, requesting an accommodation to your work deadlines and working environment due to episodic migraines.

On August 17, 2022, Region 1 Manager Brent Stone and I met with you to discuss reasonable accommodations to assist you per the Americans with Disabilities Act (ADA) as amended. Per our discussion, the following agreements were made:

- I will arrange for a cot and a "Do Not Disturb" sign to be used in our empty office as a place you can rest when you are experiencing a migraine during your scheduled work hours. You will also have access to work in the empty office if you need a quiet place to perform work while experiencing a migraine. You will communicate with me when you leave your assigned workspace to rest or work in the empty office, or for any other absence longer than your usual break times. If, at any time, the office needs to be assigned to another employee, we will identify a new space for you to use.
- You will be allowed to work beyond your scheduled daily work hours or during break times if you need to make up worked time lost during one of these episodes.
- If you need longer than two hours to accommodate an absence, you will use paid leave or Family Medical Leave Act (FMLA) time to cover the absence.
- Management have agreed to allow you an extra day to complete and turn in your weekly reports if you are unable to complete the report per deadline due to a migraine. If the reports are not turned in on time on a regular basis (more than once a month), we will need to revisit this arrangement.

These accommodations will be ongoing as long as they are needed and meet the needs of the agency.

In 30 days (September 19, 2022), you and I will meet to review these reasonable accommodations and evaluate their effectiveness for both you and OKDHS. We will meet every 60 days thereafter to review the accommodations. Additionally, both you and I may meet to revisit these accommodations at any time if a need to alter them arises.

Sincerely,

Margorie Sharp
Field Manager