



City Reasonable Accommodations Processes

Leah Reinardy, Occupational Accommodations
Specialist

About Leah



Leah Reinardy
(they/she)

- Occupational Accommodations Specialist
- Started with the City in April 2025

Occupational Accommodations Specialist Role

- Facilitates the accommodations process for the following types of requests:
 - Disability and/or Medical (Americans with Disabilities Act)
 - Pregnancy (Pregnant Workers' Fairness Act, PUMP Act)
 - Religious
- Provides consultation on intersecting topics between HR and disability concerns
 - Inclusive recruitment strategies
 - Inclusive training practices

Accommodations Process Overview (APM 2-22)

- An employee or applicant makes an accommodation request.
 - There is no "official" process/form to start a request.
- The Occupational Accommodations Specialist will meet with the employee and supervisor separately to gather information.
- Third parties may be pulled in on a "need to know" basis if technical expertise is required (i.e., IT, safety/ergonomics, fleet maintenance staff).
- Once a determination has been made, the employee and supervisor will receive a copy of a determination letter.
- Some accommodations may be re-evaluated in the future.

Key Aspects of APM 2-22

- Final determinations are made by each agency, not by the Occupational Accommodations Specialist.
 - Each agency has their own budget/staffing to manage.
 - Each agency has a stronger technical knowledge of an employee's job than Occupational Accommodations Specialist does.
- The Occupational Accommodations Specialist also continues to make process improvements to make the process move faster and smoother from an employee standpoint.
 - The upcoming HRM system implementation will present opportunities to digitize administrative aspects of the accommodations process.

After The Determination: Approval

- If accommodations are approved, the Occupational Accommodation Specialist follows up with employees and supervisors to ensure that accommodations are being properly implemented.
 - Check-ins are typically at the 2 week and 1–2-month mark, though check in cadences vary based on the accommodation.

After The Determination: Conflict Resolution

- If an employee's initial request is denied, the following options may be pursued:
 - The City may offer an alternate accommodation that addresses the need raised by the request.
 - The Occupational Accommodations Specialist may have follow up conversations with the employee, the supervisor, and/or agency leadership to clarify each party's reasoning.
 - Employees who wish to pursue a formal route have the option to submit an appeal to the City of Madison Human Resources Director.

Contact Information

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