



Accommodation Matrix

July 2020

Scenario	Guidance	Contact Information	Related Policy
Persons 65 years and older	Employees who request a remote work assignment due to personal health concerns will need to engage in the university's normal ADA accommodation process, which requires justification and documentation of the underlying condition that is the basis for the personal safety concerns.	While age is not a disability, the RRCC Human Resources Department should be consulted if an employee declines to return to a RRCC work location for a non-documentable or non-health-related reason.	Americans with Disabilities Act, RRCC Telecommuting Procedures and Compliance
Person residing with person(s) 65 years and older	Employees who request a remote work assignment due to the health concerns of individuals with which they reside will need to engage in a discussion with their department or HR to request an alternate work location.	Human Resources may be consulted with questions regarding the appropriateness of an alternate work location agreement	RRCC Telecommuting Procedures and Compliance
Person with underlying health condition, identified as being at increased risk for severe illness by the CDC	Employees who request a remote work assignment due to personal health concerns will need to engage in the college's normal ADA accommodation process, which requires justification and medical documentation of the underlying health condition that is the basis for the personal safety concerns.	RRCC Human Resources should be consulted if an employee declines to return to a RRCC work location for a non-documentable or non-health-related reason.	Americans with Disabilities Act, RRCC Telecommuting Procedures and Compliance
Person residing with person(s) with underlying health conditions	Employees who request a remote work assignment due to the health concerns of individuals with which they reside will need to engage in a discussion with their department to request an alternate work location.	RRCC Human Resources may be consulted with questions regarding the appropriateness of an alternate work location agreement	RRCC Telecommuting Procedures and Compliance



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Request to Work from Remote Location or Flexibility	<p>The practice of working at an approved alternate location instead of physically traveling to an on campus workplace is a work alternative that RRCC supervisors may offer to employees when such requests meet the eligibility criteria established by the RRCC's Telecommuting Procedures and Compliance and when such working arrangements would benefit both the organization and employees, resources can accommodate the requests, and supervisory discretion allows for the employees to work at alternate locations. RRCC supervisors are not obligated to provide this arrangement, and RRCC has the right to refuse to make working at an alternate location available to any employee and/or to terminate the arrangement at any time—regardless of whether the request meets the established criteria.</p>	RRCC Human Resources may be consulted with questions regarding the appropriateness of an alternate work location agreement.	RRCC Telecommuting Procedures and Compliance