

**JANE KOW & ASSOCIATES
HR LAW CONSULTANTS**

**EMPLOYMENT LAW ADVICE
HUMAN RESOURCES CONSULTING
WORKPLACE TRAINING, AUDITS & INVESTIGATIONS**

**JANEKOW@HRLAWCONSULTANTS.COM
WWW.HRLAWCONSULTANTS.COM**

**750 VAN NESS AVENUE – SUITE 1204
SAN FRANCISCO, CA 94102**

**TELEPHONE (415) 567-0367
FACSIMILE (415) 441-0366**

Silicon Valley Women in Human Resources Presents:

***ACCOMMODATING AND DISCIPLINING EMPLOYEES
WITH MEDICAL CONDITIONS***

***National University, San Jose, CA
April 16, 2014***

***Guest Speaker: Jane Kow, Esq.
Employment Lawyer and Workplace Disability Consultant***

OUTLINE OF THE SIX STEPS OF THE INTERACTIVE PROCESS

1. Meet with employee to identify work-related capabilities and limitations.
2. Analyze and document essential v. nonessential job functions.
3. Identify and document a range of accommodations that would enable employee to perform all essential job functions.
4. Assess whether proposed accommodations are reasonable and effective.
5. Consider employee preference and implement accommodation that is effective and reasonable.
6. Follow-up to ensure accommodation is effective and employee does not suffer any negative consequences as a result of request for an accommodation.

*Copies of comprehensive PowerPoint presentation will be distributed to attendees at this program.