



Accommodation Advisor Packet- Supply Chain

Accommodation Advisor Instruction Sheet

Dear Accommodation Advisor (Facility Management or People Partner):

At Walmart, every associate and job applicant has full access to equal employment opportunities. We will provide qualified associates who have a disability or who have known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions with reasonable accommodations to enable them to perform their jobs, seek new jobs within Walmart, and enjoy the benefits of employment. Walmart will also provide reasonable accommodations during the hiring process to qualified job applicants with a disability or for known limitations related to pregnancy, childbirth, or related medical conditions.

This document provides a summary of the Management Guidelines and directives for responding to associate requests for job assistance per the [Accommodation in Employment \(Medical-Related\) Policy](#).

IMPORTANT NOTIFICATION: If the associate's request for job assistance is accompanied by a note from the associate's health care provider that indicates the associate cannot perform the essential functions of their job, or if the associate specifically indicates they cannot perform an essential function of their job, **do not immediately place the associate on Leave of Absence (LOA)**. If the associate is unable to perform the essential job functions, you should determine if there is an open posted vacant job in your facility the associate can satisfactorily and safely perform during the request process. **The associate may be placed on LOA if there is no such open vacant position in your facility.** Contact the Accommodation Service Center (ASC) at [855-489-1600](tel:855-489-1600) for further assistance.

IMPORTANT! If the associate's request is due to a *known limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions* the associate should not be placed on LOA unless they have requested leave. Rather, they should be provided the requested accommodation on an interim basis until a formal determination is made. Contact ASC at [855-489-1600](tel:855-489-1600) for further assistance.

California Notice: Pregnancy, Childbirth, Breastfeeding, or Related Medical Conditions

You must give an associate a copy of the California notice "Your Rights and Obligations as a Pregnant Employee" as soon as either of the following occurs: 1) The associate informs you that she is pregnant; 2) The associate inquires about

reasonable accommodation, transfer, or pregnancy disability leave. In addition, the "Breastfeeding Mothers' Support Policy - California" should be provided to an associate when they make a parental or pregnancy leave inquiry.

Accommodation Advisor Review Process

- STEP 1: Interactive Discussion Required** - It is important that you engage in an interactive process to obtain information that will assist the company in better understanding the associate's abilities and accommodation needs. Walmart welcomes your accommodation suggestions. Interactive discussions should be ongoing and include answering their questions whenever possible. Associates can be directed back to ASC.
- STEP 2: Identifying a Request for Job Assistance** - An associate may request job assistance in a variety of ways. They may make the request directly, or a family member, friend, job coach, health professional, or other person may make a request on an associate's behalf. The request may be made verbally or in writing. The request does not have to include the words "reasonable" or "accommodation." The need for accommodation assistance must relate to the associate's medical condition.
- STEP 3: Job Adjustment (JA) Review and Approval** - Any request for accommodation should first be reviewed as a job adjustment [refer to the Accommodation in Employment (Medical-Related) Management Guidelines]. *If approved at facility level, please complete the attached Facility Job Adjustment Approval Form.* The form can be used to note any approval stipulations such as any approval time limits or other condition of use. The form along with any supporting documentation should be placed in the associate's medical file.
- STEP 4: Requests that Cannot be Approved as Facility JAs** - If you are unable to approve the request as a JA, *direct the associate to contact the Accommodation Service Center at Sedgwick by calling [855-489-1600](tel:855-489-1600) Monday-Friday, 8 a.m.-5 p.m. Central time.* Please make arrangements with the associate to make the call during their normal work hours and in a private area. The associate should have their WIN available. *If the associate will not make the call, you should make the call on their behalf.*
- STEP 5: Claim Notification and Assistance** - Facility Management and People Partner will be sent email notification of the accommodation request. The notification will summarize the type of accommodation requested. The medical packet will be attached to the notification. *All completed forms and supporting documents should be faxed to [859-280-3264](tel:859-280-3264) or attached as an email to Walmartforms@sedgwicksir.com.* ASC will work closely with the facility to facilitate a quick resolution upon receipt of completed documents.
- STEP 6: Known and Observable Conditions/Restrictions** - A completed Medical Questionnaire may not be necessary if the associate's limitations and/or disability are known or easily observable (e.g., associate is in a wheelchair or has known hearing impairment, etc.) or if they present other types of acceptable supporting medical documentation. Advise the associate that ASC may still request additional supporting medical documentation, if needed.
- STEP 7: Pre-Determination Notification and Final Determination** - ASC will send a Pre-determination letter to the facility. The facility will have two business days to comment on the recommended determination. If a timely response is not received, the determination will be finalized and communicated directly to the associate. You will be responsible for ensuring the determination is followed and assisting them if they wish to have the determination reconsidered.

Job Adjustments Quick Reference Guide – Supply Chain

Accommodation in Employment (Medical-Related) Policy:

The company's Accommodation in Employment (Medical-Related) policy allows facility management to provide a job adjustment(s) (JA) to associates with a medical condition(s) who may need help performing their jobs. The

Accommodation Advisor (AA) is responsible for processing these types of accommodation requests. Requests for JAs should be granted (subject to specific business needs and safety concerns) if:

- the associate provides appropriate medical documentation establishing the medical need;
- the accommodation(s) is "easily achievable" (quick and easy, requires virtually no time or monetary output, etc.); and
- the accommodation(s) will not negatively impact operations.
- The accommodation request is due to a known limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions

Granting Facility Job Adjustments

The following accommodations have been identified as generally easily achievable and should typically be granted unless doing so is not easily achievable or would cause a negative impact on operations. If an associate has a medical condition that is observable or already known, or s/he provides medical documentation that supports the need for an accommodation(s), the AA may grant the following JAs:

- **STOOLS:** A stool can be provided as a JA for associates with limitations due to pregnancy, childbirth, or a related medical condition in positions where space allows and does not pose a safety risk. Can include a taller/shorter stool to accommodate physical size, and in appropriate circumstances a chair in lieu of a stool.
- **DRESS CODE:** Exceptions to dress code policy if the dress is appropriate to the position and does not pose a safety risk.
- **DRESS CODE:** Exceptions to dress code to include use of personal portable electronic device in work areas so long as it does not pose a safety risk or cause a significant disruption in customer service.
- **ASSISTIVE DEVICES:** Use of personal assistive devices (e.g., walkers, canes, oxygen tanks, etc.) so long as space and safety allow.
- **FOOD/DRINK:** Water bottle or emergency food at work station where guidelines allow (management station in DCs).
- **PARKING:** Accessible long-term parking if associate has obtained a valid disabled parking permit (per the Workplace Standards Policy, temporary parking for short-term medical needs, including for needs due to limitations related to pregnancy, childbirth, or a related medical condition, can be approved at the People Partner's discretion).
- **SCHEDULING:** Changes to availability and scheduling preferences (does not include approvals of set schedules, guaranteed hours or creating special schedules). Contact the Transportation DHRM to determine if an appropriate JA is available for OTR Drivers.]
- **EQUIPMENT:** Purchase of minor equipment/ergonomic devices that allow associates to continue work (e.g., floor mats, foot stools for office positions, magnifying glasses, fans, non-latex gloves, dust/surgical masks, cushioned or ergonomic seat covers or chairs, gel wrist pads or ergonomic keyboards, etc.). Does not include retrofitting existing equipment or vehicles (e.g., truck cabs/ trailer for Drivers).]
- **JOB ASSISTANCE:** Written notes from meetings or periodic written/verbal instructions (daily/weekly task list).
- **JOB ASSISTANCE:** Periodic reading or training assistance, so long as it does not excuse essential functions or give associate answers to assessments.

- **BREAK TIME:** Additional break time for a pregnant associate only to use the restroom or eat/drink, as needed.

Job Adjustments for Pregnancy

The below Job Adjustments must be provided to pregnant associates, upon request, unless doing so would cause undue hardship. No medical documentation may be requested.

- Allow an associate to carry or keep water near and drink, as needed
- Allow an associate to take additional restroom breaks, as needed
- Allow an associate whose work requires standing to sit, or an associate whose work requires sitting to stand, as needed
- Allow an associate to take breaks to eat and drink, as needed

If there is a sincere belief that providing one of the above Job Adjustments will cause undue hardship in the associate's specific position, the associate should be directed to contact the ASC by calling [1-855-489-1600](tel:1-855-489-1600). If you are unable to provide these Job Adjustments to the associate in their current position while the request is pending, you should temporarily have the associate work in another area in which the requested Job Adjustment can be provided as an interim accommodation.

If Job Adjustment Not Approved

When associates request job adjustments that do not appear on this list and/or when management or the People Partner determines granting the facility JA is not easily achievable or would cause a negative impact on operations:

- Advise the associate to contact the Accommodation Service Center at Sedgwick by calling [855-489-1600](tel:855-489-1600) Monday- Friday, 8 a.m.-5 p.m. Central time. Please make arrangements with the associate to make the call during their normal work hours and in a private area. The associate should have their WIN available. Any additional medical documentation should be faxed to ASC at [859-280-3264](tel:859-280-3264). If the associate chooses not to make the call, management or the People Partner should make the call to complete the accommodation request process on their behalf as soon as possible.

Approval

If a JA is approved, the AA should utilize the attached JA Approval Form (page 6) to document the approval. Use the form to note any approval stipulations such as any approval time limits or other condition of use. The form along with any supporting documentation should be placed in the associate's medical file. Request the associate to sign the approval form. You may provide a copy to the associate for their records. The associate should be advised that all performance or productivity requirements are still expected to be met. Every effort must be made to provide the approved JA as promptly as possible. Approved JAs should not affect the associate's performance or productivity.

Questions? Call [800-530-9929](tel:800-530-9929) OR "ASK ADA" ON THE WIRE

Job Adjustments Supply Chain Approval Form

Associate Name: _____ Job Title: _____

Facility Number: _____ Associate WIN: _____

Facility Job Adjustment Approval

I approve the following JA (please check the appropriate box):

- STOOLS:** A stool can be provided as a JA for associates with limitations due to pregnancy, childbirth, or a related medical condition in positions where space allows and does not pose a safety risk. Can include a taller/shorter stool to accommodate physical size, and in appropriate circumstances a chair in lieu of a stool.
- DRESS CODE:** Exceptions to dress code policy if the dress is appropriate to the position and does not pose a safety risk.
- DRESS CODE:** Exceptions to dress code to include use of personal portable electronic device in work areas so long as it does not pose a safety risk or cause a significant disruption in customer service.
- ASSISTIVE DEVICES:** Use of personal assistive devices (e.g., walkers, canes, oxygen tanks, etc.) so long as space and safety allow.
- FOOD/DRINK:** Water bottle or emergency food at work station where guidelines allow (management station in DCs).
- PARKING:** Accessible long-term parking if associate has obtained a valid disabled parking permit (per the Workplace Standards Policy, temporary parking for short-term medical needs, including for needs due to limitations related to pregnancy, childbirth, or a related medical condition, can be approved at the People Partner's discretion).
- SCHEDULING:** Changes to availability and scheduling preferences (does not include approvals of set schedules, guaranteed hours or creating special schedules). Contact the Transportation DHRM to determine if an appropriate JA is available for OTR Drivers.
- EQUIPMENT:** Purchase of minor equipment/ergonomic devices that allow associates to continue work (e.g., floor mats, foot stools for office positions, magnifying glasses, fans, non-latex gloves, dust/surgical masks, cushioned or ergonomic seat covers or chairs, gel wrist pads or ergonomic keyboards, etc.). Does not include retrofitting existing equipment or vehicles (e.g., truck cabs/ trailer for Drivers).
- JOB ASSISTANCE:** Written notes from meetings or periodic written/verbal instructions (daily/weekly task list).
- JOB ASSISTANCE:** Periodic reading or training assistance, so long as it does not excuse essential functions or give associate answers to assessments.
- BREAK TIME:** Additional break time for a *pregnant associate only* to use the restroom or eat/drink, as needed.

Use the space below to document your approval decision and any JA discussion with your associate. Include the approval time period (if applicable), and any pertinent stipulations (e.g., style of sunglasses, color of shoes, parking limitations, etc.)

After a JA is Granted

- The JA may be reconsidered due to changes in business conditions or if the associate transfers to another position or facility.
- The associate must continue to be able to perform essential functions and meet applicable performance and productivity standards. If associate is unable to do so, advise them to request an accommodation by calling [855-489-1600](tel:855-489-1600) Monday–Friday, 8 a.m.–5 p.m. Central.
- A JA granted for a temporary impairment is limited to the duration of the impairment.
- Place this form and any relevant documentation in the associate's Medical File.
- If the JA is denied, it expires or is reconsidered due to changes in business conditions, advise the associate to call the Accommodation Service Center at [855-489-1600](tel:855-489-1600) to request an accommodation.
- Continue any current JA until final determination from ASC if associate desires continued utilization of JA.
- The associate may be provided a copy of this form.

Questions? Call [800-530-9929](tel:800-530-9929) OR “ASK ADA” ON THE WIRE

Approved by (AA): _____ **Title:** _____ **Date:** _____

Associate’s Signature: _____ **WIN:** _____ **Date:** _____