



# US ARMY GARRISON

Fort Lee, Virginia

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE  
NEWS BULLETIN



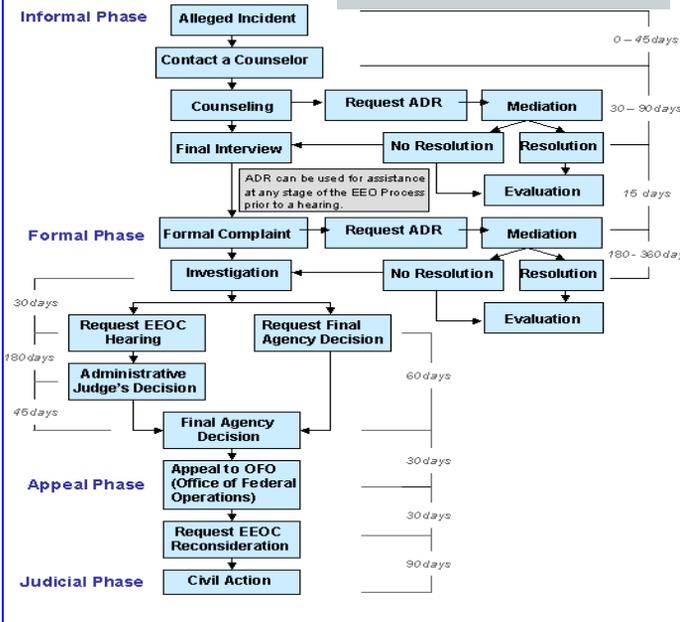
VOL. 1, ISSUE 2

November 2012

**BEFORE YOU TELL IT TO EEO:** Attempt to resolve wrongs, violation of law, regulation, or policy at lowest level before you contact the EEO Office.

**FUNCTIONS OF EEO:** Compliance & Program Evaluation, Advisory Services, Complaint Processing, Training & Education, Affirmative Employment Program, and Special Employment Programs

### EEO COMPLAINT TIMELINE



**So you have a Request for Reasonable Accommodation ... How Do You Determine Whether an Employee has a Disability Under the Americans with Disabilities Act (ADA)?**

Title I of the ADA requires employers to provide Reasonable accommodation to qualified applicants and employees with disabilities unless doing so would impose an undue hardship on its operation. To determine whether an individual has a disability under the ADA which requires an accommodation, you must first determine two things: whether the individual has an impairment, a record of an impairment, or is regarded as having such an impairment, and whether the individual's impairment substantially limits one or more major life activities. It is important to take into consideration how the employee is affected by his/her medical condition. The ADA does not contain a list of medical conditions that constitutes disabilities. Therefore, each request must be considered on a case-by-case basis. When an employee requests a reasonable accommodation and his/her disability or need for an accommodation is not obvious, the manager/supervisor should immediately begin the process of seeking further clarification to determine if the individual has a disability under the ADA and identify the appropriate reasonable accommodation. Working in good faith and with perseverance to provide an accommodation within a reasonable period of time can help avoid a finding of disability discrimination. Delays and half-hearted attempts to achieve reasonable accommodation could lead to liability for disability discrimination which could include an award of compensatory damages. For additional information or questions regarding a specific request for reasonable accommodation, contact the disability program manager or your servicing EEO office.

### Hostile Work Environment Defined:

Unwelcome verbal or non-verbal behavior which: (1) focuses on the sexuality of another person or occurs because of the person's gender; (2) is unwanted or unwelcome; and (3) is severe or pervasive enough to affect the person's work environment and "unreasonably interfere (s) with an individual's job performance," or creates an "intimidating, hostile, or offensive working environment" constitutes *hostile environment* sex discrimination, even if it does not lead to tangible or economic job consequences. *Jones v. Department Veterans Affairs*, EEOC No. 01961780 (1998), [99 FEOR 3043](#).

**Garrison Commander:** COL Rodney D. Edge

**Deputy to the Garrison Commander:** Melissa S. Magowan

**EEO Director:** Camille M. Harvey (804-734-6835), [camille.m.harvey.civ@mail.mil](mailto:camille.m.harvey.civ@mail.mil)

**EEO Office Staff :** Kevin C. Morgan (804-734-6668), [kevin.c.morgan1.civ@mail.mil](mailto:kevin.c.morgan1.civ@mail.mil)

Irene L. Hopkins (804-734-6664), [irene.l.hopkins.civ@mail.mil](mailto:irene.l.hopkins.civ@mail.mil)

Vacant (804-734-6666)

Fax#: (804-734-6669)