

THE MONARCH CEMENT COMPANY
REASONABLE ACCOMMODATION OPTIONS DISCUSSION FORM

The Monarch Cement Company will make an effort in accordance with applicable law to reasonably accommodate employees and applicants with restrictions, impairments, and/or disabilities. The Monarch Cement Company requests your assistance in this process by engaging in an interactive process to discuss the following accommodation options that may allow you to safely perform the essential functions of your job. The Monarch Cement Company may also require medical documentation or other information to assist in this process.

Employee: _____ Supervisor: _____

Job Title: _____ Department: _____

Employment Options:

- Evaluation for accommodation in current position
 - Discussion with employee and supervisor
 - Discussion with ergonomics/safety representative
 - Job site evaluation by physician, supervisor, and/or employees performing job
 - Modification of job and/or work schedule
- Evaluation for accommodation in other vacant positions at Monarch Cement
 - Discussion with employee and supervisor
 - Inquiry with Human Resources

Comments: _____

Leave of Absence/Other Options:

- Use of sick leave or other allowed leave
- Family and Medical Leave Act (FMLA) leave
- Short-term or long-term disability
- Benefits discussion
- If unable to perform the essential functions of the job with or without a reasonable accommodation and leave not an option, termination with an option to reapply in the future

Comments: _____

Additional accommodation options considered:

Description of accommodation provided, if applicable:

I acknowledge that the above accommodations have been discussed with me and that I have been given an opportunity to provide my input and ask questions about possible accommodations available.

Date _____

Employee

Date _____

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