

## **GUIDELINE:**

### **WHEN AN EMPLOYEE REQUESTS A LIGHTING MODIFICATION:**

The following are guidelines to follow when an employee makes a request to supervisor to modify lighting in cubicle/office:

1) The Supervisor will assess the employee's request and determine if it is a request for an ergonomic assessment. If so, the employee will be referred to the policy in the Administrative Practices Manual:

[http://dcinet/resources/apm/pdf/Computer Workstations and Office Safety.pdf](http://dcinet/resources/apm/pdf/Computer_Workstations_and_Office_Safety.pdf)

2) The Supervisor will also assess the employee's request and determine if lighting can be modified using "good business sense." A good business sense modification falls within the discretion of the supervisor and is not conditioned upon the presence of a disability under the ADA. A good business sense modification is something that the Supervisor would make for any employee who makes a similar request. Some examples of Good Business Sense solutions include:

- a. Taking out light bulb(s) - (after assessing the impact of lower light)
  - (a) A good business sense modification of light does not include lowering the light level significantly less than 200 lumens, even with task lighting;
  - (b) A good business sense modification of light does not include increasing light until it is significantly more than 1,000 lumens, including task lighting
- b. Rearranging cubicle/office
- c. Allowing installation of a visor on cubicle walls to block light
- d. Use of a "film" to "tint" the diffuser of a light(s) fixture
- e. Other simple modifications will be analyzed on a case by case basis

3) If the employee's request goes beyond an ergonomic assessment and a good business sense modification, then the Supervisor should follow the policy in the Administrative Practices Manual regarding employee requests for Reasonable Accommodations under the ADA, found here:

[http://dcinet/resources/apm/pdf/Employee Request for an ADA Reasonable Accommodation- Policy + Procedure- 8-10.pdf](http://dcinet/resources/apm/pdf/Employee_Request_for_an_ADA_Reasonable_Accommodation-Policy_+_Procedure-8-10.pdf) . If the ADA Coordinator determines that the Employee is covered by the ADA, then the interactive ADA reasonable accommodation process will focus on developing an effective reasonable accommodation for the lighting issue at hand.