

Personal Assistance Services (PAS)

Request for Personal Assistance. DMA will provide an employee with, in addition to professional services required as a reasonable accommodation under the standards set forth in Part 1630, Title 29, Code of Federal Regulation, personal assistance services during work hours and job related travel if

- a. The employee requires such services because of a targeted disability;
- b. Provision of such services would, together with an reasonable accommodations required under the standards set forth in Part 1630, Title 29, Code of Federal Regulation enable the employee to perform the essential functions of his or her position;
- c. Provision of such services would not impose undue hardship on DMA.

Personal assistance services allows employees to participate in the workplace. Personal assistance services must be performed by a personal assistance provider. DMA will consider the employee's/applicant's preferences when selecting a personal assistant. The process for requesting personal assistance services, the process for determining whether such services are required, and DMA's right to deny such requests when provision of the services would pose an undue hardship, are the same as for reasonable accommodations.