

SECTION 5: PERSONAL ASSISTANCE SERVICES

5.1. GENERAL. DCSA will provide personal assistance services (PAS) to eligible employees upon request. PAS are for employees who, because of targeted disabilities, require assistance with performing activities of daily living that they would typically perform themselves if they did not have a disability, and that are not otherwise required as a reasonable accommodation. Examples include assistance with removing and putting on clothing, eating, and using the restroom. PAS do not include performing medical procedures, such as administering shots, or medical monitoring, such as monitoring blood pressure.

5.2. PROVISIONS. PAS must be provided for employees:

a. To participate in employer-sponsored events, such as holiday parties, to the same extent as any other reasonable accommodation;

b. Working at their alternate worksite when approved to telework in accordance with DCSA Instruction 11-610.1 or as a reasonable accommodation; and

c. On official travel who are unable to rely on their usual PAS source during both work and off-work hours.

(1) DCSA will provide PAS at all times during official travel, as a reasonable accommodation, absent undue hardship. An undue hardship for DCSA would be a reasonable accommodation causing significant difficulty or expense to the Agency.

(2) While an employee is on official travel, DCSA will pay any additional costs related to providing PAS, such as transportation, billeting, and per diem for the PAS provider, as a reasonable accommodation.

5.3. REQUESTS. As with a reasonable accommodation, an employee may request PAS by informing a supervisor, human resources professional, or other designated officials outlined in Section 4. Employees are not required to mention “Section 501,” “the Rehabilitation Act,” or the EEOC’s Directives explicitly, or use terms such as “PAS” to trigger DCSA’s obligation to consider the request.

5.4. ELIGIBILITY. If an existing employee, now entitled to PAS under DCSA Policy Memorandum 20-001, arranged for their own PAS previously, DCSA, as of January 3, 2018, is responsible for providing the PAS. DCSA is only required to provide PAS if:

a. The individual is a DCSA employee;

b. The employee has a targeted disability;

c. The employee requires PAS because of their targeted disability;

d. PAS will enable the employee to perform the essential functions of the job, without posing a direct threat to safety; and

e. Providing PAS will not impose undue hardship.

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