

Accommodation in Employment - (Medical-Related) Policy

Updated: October 23, 2017

At Walmart, every associate and job applicant has full access to equal employment opportunities. We will provide associates who have a disability with reasonable accommodations to enable them to perform the essential functions of their jobs, seek new jobs within Walmart, and enjoy the benefits of employment. Walmart will also provide reasonable accommodations during the hiring process to job applicants with a disability.

If you need assistance to perform essential functions of your job due to a medical condition, you may be eligible for a job adjustment (JA) under this policy, whether or not the condition is a disability. You may also be eligible for a leave of absence or a transfer to another open position.

This policy applies to all associates who work for Walmart, Inc., or one of its subsidiary companies, in the United States (Walmart), except for associates who work in the following states (Click on the individual state for the policy applicable in that state).

Managers and supervisors should use the appropriate supplemental management guidelines.

Accommodation in Employment (Medical-Related) Management Guidelines - Walmart (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075r1NEAQ)

Accommodation in Employment (Medical-Related) Management Guidelines - Home Office (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075xbIEAA)

Accommodation process

Confidentiality

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Eligibility guidelines

Eligibility for a job adjustment due to a medical condition

You may be eligible for a job adjustment if you are qualified for the job you hold but, because of a medical condition, you need assistance to perform the essential functions of your job.

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Job adjustment means a change in practices or the work environment which is both easily achievable and which will have no negative impact on the business. This type of accommodation does not include creating a job, removing or reducing an essential function of your job, transferring a portion of a job to another associate, light duty or temporary alternative duty, or reassignment.

A medical condition means a mental or physical impairment, or a limitation due to pregnancy, childbirth, breastfeeding, or a related condition.

Eligibility for a reasonable accommodation due to a disability

You may be eligible for a reasonable accommodation if you have the skills, ability, knowledge, certification and experience necessary and can perform the essential functions, either with or without reasonable accommodation for the job you hold or a job you seek but, because of a disability, you need assistance to apply for a new job, or to perform the essential functions of a job.

Disability means a physical or mental impairment that substantially limits one or more major life activities. It also includes a temporary disability caused by pregnancy, childbirth, breastfeeding, or a related condition, whether or not it substantially limits a major life activity.

State Specific Policies

California (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075h34EAA)

New (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075h34EAA)

Connecticut (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075oMREAY&dispName=Accommodation+in+Employment+%28Medical+Related%29+-+Policy+-+Connecticut)

New (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075oMREAY&dispName=Accommodation+in+Employment+%28Medical+Related%29+-+Policy+-+Connecticut)

Illinois (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075qqqEAA)

Oregon (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075qqqEAA)

Iowa (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075ijvEAA)

Washington (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075ijvEAA)

Louisiana (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075hpzEAA)

West (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075hpzEAA)

Maine (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uDLEAY)

Wisconsin (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075uDLEAY)

Maryland (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075fb5EAA)

Massachusetts (/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075rqGEAQ)

Minnesota (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?tags=Knowledge_Center/NO_TAXONOMY_SELECTED&dispName=Untitled+-+pd-58_mn.htm&content_id=a0Gi00000075srQEAQ)

New Jersey (https://walmartone.secure.force.com/beachhead/us_en_wire_kc_content?content_id=a0Gi00000075h0JEAA)

What are you searching for?

Reasonable accommodation means a change in policy, practices, or the environment which enable an associate with a disability to perform the essential functions of his/her job without creating an undue hardship for the company.

Reasonable accommodations can include:

- Making existing facilities more accessible;
- Providing assistive devices or modifying equipment;
- Changing non-essential job functions;
- Providing part-time or modified work schedules;
- Providing readers or interpreters;
- Permitting the use of accrued paid leave and
- Providing unpaid leave or reassignment to an open vacant position.

If, due to pregnancy, childbirth, breastfeeding, or a related condition, you are unable to perform the essential functions of your job with another reasonable accommodation, you may be eligible for Temporary Alternative Duty (TAD).

Reasonable accommodations do not include:

- Reassignment to a job that is not vacant;
- Creating a new job;
- Eliminating essential functions of a job or transferring an essential function to another associate;
- Providing assistive devices needed outside of the workplace (such as eyeglasses or hearing aids) or
- Providing an accommodation that is excessively costly, disruptive, or would alter the nature or operation of the business, which would be deemed as an undue hardship.

In some circumstances, the reasonable accommodation may include reassignment to a vacant job for which you are qualified. However, this option will occur only if there is no effective reasonable accommodation in your current job or when an accommodation in your current job would create an undue hardship. While Walmart will attempt to reassign you to an open, vacant job with comparable hours, pay, and other benefits of employment, an offer may also be made to a lower level position. Upon reassignment to either a lateral position or lower level position, you will be paid according to the reassigned job.

Accommodation process

Requesting a job adjustment or reasonable accommodation due to a medical condition or disability

You may request a job adjustment or reasonable accommodation, at any time by telling any salaried member of management in your facility or an HR representative that, because of your condition, you need help to do your job or gain access to your workplace. A family member, friend, job coach or health care professional may request such a change on your behalf.

You also may request a job adjustment or a reasonable accommodation if you need assistance applying for a new job, completing an assessment for a new job or to gain access to any other benefit of employment.

If you have contact with an applicant for a job at Walmart who makes a request for an accommodation, you must inform a salaried member of management immediately.

To help with your request for an accommodation due to a disability, you will be given a Request for Accommodation Packet containing information helpful to you, and a Request for Accommodation Form that you should complete. If you want or need assistance filling out any form, please see your HR representative or a salaried member of management. You need not complete a new form each time you request the same accommodation. The accommodation process is voluntary, and you may withdraw a request for accommodation at any time.

As soon as you request an accommodation based on a medical condition, we will begin working with you to determine whether or not you are eligible for a job adjustment due to your medical condition. If a job adjustment is not granted, we will continue to work with you to determine whether you are eligible for a reasonable accommodation due to a disability. If you are a qualified individual with a disability, we will determine whether there is a reasonable accommodation that will be effective to meet your individual needs. It is important that you engage in an interactive process and provide us information that will assist in understanding your abilities. Walmart welcomes your accommodation suggestions.

Medical documentation

When you request an accommodation, we may request that you provide medical documentation regarding your condition in order to assist us in evaluating your request. When requested, you must provide medical documentation from a health care professional explaining the nature of your medical condition, the extent of any limitations you have, and whether a reasonable accommodation will enable you to perform the essential functions of your job. If you do not provide appropriate or adequate information within 15 days of your request, or you do not cooperate in our efforts to obtain such information, we may administratively close your request for accommodation. You are free to re-apply for a reasonable accommodation at any time.

Determinations

In some cases, you may be granted a job adjustment to accommodate your request for accommodation (based on a medical condition). In other cases, your request may be evaluated as a request for accommodation (due to a disability). After you provide all relevant information, your request will be promptly evaluated and a determination will be made. You will be provided with a copy of a Determination Letter.

Requests for Reconsideration

If the specific accommodation (due to disability) you requested is not approved, you may request reconsideration of the determination within 30 days of your receipt of the Determination Letter. You may request reconsideration by completing a Request for Reconsideration Form (/beachhead/us_en_wire_kc_content?content_id=a0Gj00000075jm0EAA), which will be included with the Determination Letter. You should fax your completed Request for Reconsideration Form with any new or additional medical or other information, to the Accommodation Service Center (ASC) at 1-859-280-3264. After receiving a completed Request for Reconsideration Form and all relevant information, ASC will decide your request for reconsideration within five business days, and your facility manager or personnel representative will notify you of the final determination. You may request reconsideration of a final determination by submitting new or additional medical information that is relevant to your request.

Confidentiality

Walmart will make every reasonable effort to maintain the confidentiality of all information related to your request for a reasonable accommodation, including your medical information. Walmart will disclose medical information to only those who have a need to know in order to resolve your accommodation request.

Discrimination and Retaliation Prohibited

We strictly prohibit discrimination or harassment against any associate, job applicant, customer, member, supplier or person working on behalf of Walmart on the basis of a disability, a perceived disability, a record of having a disability or a known close relationship with an individual who has a disability.

Walmart prohibits taking negative action against any associate or job applicant for requesting an accommodation, reporting conduct that may violate this policy, filing a complaint of discrimination or retaliation with a government agency or court, assisting another individual in reporting conduct that may violate this policy, assisting another individual in filing a complaint of discrimination or retaliation with a government agency or court, cooperating in an investigation or opposing discrimination or retaliation.

Reporting discrimination or retaliation

We are committed to preventing discrimination or retaliation in all aspects of our business. We will take all reasonable measures to prevent discrimination or retaliation. However, if we are not aware that discrimination or retaliation is taking place, we cannot address the situation. If you experience conduct that may violate this policy or if you observe or become aware of any conduct that may violate this policy by being discriminatory or retaliatory, you should immediately report the violation to any salaried member of management or confidentially and anonymously to the Global Ethics Office, 1-800 WMETHIC (1-800-963-8442). Managers, who observe, receive a report or otherwise become aware of a possible violation of this policy must immediately report such conduct to the *appropriate level of management* for investigation. A salaried member of management who fails to report a violation of this policy may be subject to disciplinary action, up to and including termination.

Appropriate level of management includes, but is not limited to, the Field Logistics Human Resources Manager, Employment Advisor, Market Human Resources Manager, Regional Human Resources Manager or People Director.

We will take appropriate steps to ensure that there is no retaliation of any kind for using the reporting procedures described in this policy. Retaliation of any kind for using the reporting procedures is strictly forbidden and violates this policy.

Investigation and appropriate action

We will take any reported violation of this policy seriously, and we will promptly and thoroughly investigate any report of a possible violation in accordance with the procedures set forth in the management guidelines.

You must cooperate with and tell the truth to the individual who investigates your report. If you do not cooperate or you fail to tell the truth, we will be unable to conduct a proper investigation or take prompt remedial action. Any associate who refuses to cooperate in an investigation or fails to tell the truth during an investigation may be subject to disciplinary action, up to and including termination.

We will take appropriate action to eliminate conduct that violates this policy and to ensure that there is no recurrence of such conduct. We may put reasonable interim measures in place during an investigation of a reported policy violation including, but not limited to, suspension or transfer of the associate who reportedly violated this policy.

We will take further appropriate action once the reported violation has been thoroughly investigated. If an investigation reveals that an associate has violated this policy (or any other policy), that associate will be subject to disciplinary action up to and including termination and any other appropriate corrective action.

For more information

If you have questions or need further guidance, please contact your HR representative.

This information does not create an express or implied contract of employment or any other contractual commitment. Walmart may modify this information at its sole discretion without notice, at any time, consistent with applicable law. Employment with Walmart is on an at-will basis, which means that either Walmart or the associate may or may not, for any or no reason, consistent with applicable law.

Last Modified: February 5, 2018

Field Support (<https://fsxcall.homeoffice.wal-mart.com>)

Store Support (<https://pfedprod.wal-mart.com/idp/startSSO.ping?PartnerSpId=CentralOpsStorePortal>)

Ethics (True North) (https://walmartone.secure.force.com/beachhead/trueNorth_content?tags=Knowledge_Center/NO_TAXONOMY_SELECTED&dispName=trueNorth+-+Overview&content_id=a0Gj000001CvbzIEAB)

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