



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

ACUS Personal Assistance Services Procedures

March 2021



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The Administrative Conference of the U.S. (ACUS) provides Personal Assistance Services (PAS) to employees or applicants who may need assistance performing basic life activities (e.g., eating, using the bathroom, etc.) pursuant to 29 C.F.R. § 1614.203(d)(5) and the Rehabilitation Act of 1973.

Employees or applicants with “targeted disabilities” may request PAS in the same manner that they make a Reasonable Accommodation Request under ACUS’s *Policy on Reasonable Accommodation for Individuals with Disabilities*. The employee or applicant must indicate within the request which types of basic human functions are to be assisted. If an employee or applicant needing a PAS also needs assistance with job-related tasks, he/she may submit a separate request for Reasonable Accommodation to address the essential functions of the job for which an accommodation may be needed.

ACUS must provide PAS if an employee requires them because of a targeted disability, and provision of these services would, together with any reasonable accommodations required, enable an employee to perform the essential functions of a position the individual holds or desires, and provision of such services would not impose an undue hardship on the agency. ACUS is prohibited from taking any adverse action against job applicants or employees based on their need, or perceived need, for PAS.

The process for determining whether PAS can be provided by ACUS will follow the same protocol as a Reasonable Accommodation request. For additional information or to make a request, please contact Harry Seidman, Chief Financial and Operations Officer, at 202-480-2080 or hseidman@acus.gov.