Employee Procedures for Requesting Reasonable Accommodations

Initiate a Request

The employee is responsible for requesting a workplace accommodation for a disability. The request should be made to the HR ADA Coordinator by completing the Employee Accommodation Request Form.

Engage in an interactive dialogue

The employee must engage in an interactive dialogue with the HR ADA Coordinator to provide information about the requested accommodation, how the accommodation will allow the employee to perform the essential functions of their job, and other information as may be necessary to determine an appropriate and reasonable accommodation.

Provide Supporting Documentation

If appropriate, the employee may be asked to have their physician complete the Medical Inquiry Form. The completed Medical Inquiry Form allows the HR ADA Coordinator to evaluate whether the employee has a disability under the ADA, and to understand the employee's ability to perform the essential functions of their job with or without an accommodation. It allows the physician an opportunity to recommend accommodations.

Determine a Reasonable Accommodation (if any)

If the HR ADA Coordinator determines that the employee has a disability as defined by the ADA, the HR ADA Coordinator will consult with the employee and the employee's supervisor as necessary to respond to the request and to assess whether a particular accommodation will be reasonable and effective. The HR ADA Coordinator will notify the employee and the employee's supervisor of any recommended reasonable accommodations in a timely manner. After the reasonable accommodations are implemented, the employee should contact the HR ADA Coordinator in the event the reasonable accommodations are not effective or if the employee needs different or additional accommodations.

If the HR ADA Coordinator determines that the employee does not have a disability as defined by the ADA, the HR ADA Coordinator will inform the employee of that determination and refer the employee to any other appropriate services.