

Applicant Procedures for Requesting Reasonable Accommodations for Pregnancy, Childbirth and Pregnancy-Related Conditions

Initiate a Request

The applicant is responsible for requesting an accommodation due to pregnancy, childbirth and other pregnancy-related medical conditions that will allow them to participate in any portion of the University's hiring process, including completion of the online application process. The request should be made to the Human Resources (HR) Accommodations Coordinator by completing the [Applicant Accommodation Request Form](#).

Engage in an Interactive Dialogue

The applicant is to engage in an interactive dialogue with the HR Accommodations Coordinator to provide information about the requested accommodation, how the accommodation will allow the applicant to satisfy the University's hiring process, and other information as may be necessary to determine an appropriate and reasonable accommodation.

Determine a Reasonable Accommodation (if any)

If it is determined the applicant has physical and mental impairments due to pregnancy, childbirth or other pregnancy-related medical conditions as defined by the Pregnant Workers Fairness Act, ADA and/or § 504 of the Rehabilitation Act, then the HR Accommodations Coordinator will consult with the applicant and the recruiter and/or hiring manager as necessary to respond to the request and to assess whether a particular accommodation will be reasonable and effective.

The HR Accommodations Coordinator will notify the applicant and the recruiter and/or hiring manager of any recommended reasonable accommodations in a timely manner. After the reasonable accommodations are implemented, the applicant should contact the HR Accommodations Coordinator if the applicant needs different or additional accommodations.

If the HR Accommodations Coordinator determines that the applicant does not have physical and mental impairments due to pregnancy, childbirth or other pregnancy-related medical conditions, the HR Accommodations Coordinator will inform the applicant of that determination and refer the applicant to any other appropriate services.