REASONABLE ACCOMMODATION PROCEDURE

1. The individual with the disability will complete the reasonable accommodation request form attaching:
   - Doctor’s verification of disability including limitations and duration of disability (permanent, long-term, or temporary; and, if temporary, how long expected)
   - Job description, which includes essential functions of the position

2. The Director, Human Resource Services will review the request, including the essential job functions and medical documentation.

3. If deemed necessary, the Director, Human Resource Services will meet with the requestor to discuss the request.

4. The Director, Human Resource Services will gather appropriate information, and reach decisions concerning (a) whether the individual qualifies for an accommodation, and (b) what accommodations would be effective and not cause undue hardship, and (c) which accommodation will be offered.

5. If an accommodation is not offered, or differs from the requested accommodation, the Director, Human Resource Services will discuss the decision with the requestor.

6. The Director, Human Resource Services will notify the appropriate manager of the request for reasonable accommodation and recommend funding.

7. The Director, Human Resource Services will make arrangements for the accommodation to be made.

8. The Director, Human Resource Services will notify the requestor of the accommodation to be implemented.