

REASONABLE ACCOMMODATION PROCEDURES Employees and Applicants

1. The individual with the disability will complete the reasonable accommodation request form attaching:
 - Verification of disability including limitations and duration of disability (permanent, long-term, or temporary; and, if temporary, how long expected)
 - Employees must also attach the Job description, which includes essential functions of the position
2. The Senior Director, Human Resource Services or designee will review the request, including the essential job functions and medical documentation.
3. If deemed necessary, the Senior Director, Human Resource Services or designee will schedule an interactive process meeting with the requestor and the requestor's supervisor to discuss the request.
4. The Senior Director, Human Resource Services or designee 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 Senior Director, Human Resource Services, or designee will discuss the decision with the requestor.
6. The Senior Director, Human Resource Services or designee will notify the appropriate manager of the request for reasonable accommodation and recommend funding.
7. Upon approval, the Senior Director, Human Resource Services or designee will make arrangements for the accommodation to be made.
8. The Senior Director, Human Resource Services or designee will notify the requestor of the accommodation to be implemented.