

Americans with Disabilities Act: Employees & Job Applicants

Appendix A Processes and Requirements

1. The employee notifies the Human Resources Office (HR) of his/her limitations and the need for a disability-based accommodation(s).
2. After notification, HR will provide the employee a packet of materials including an instructional cover letter, the Reasonable Accommodation Request Form, and the Reasonable Accommodation Medical Questionnaire to be completed in order to identify his/her limitations and the need for a disability-based accommodation. See Appendices D and E.
3. The completed Reasonable Accommodation Request Form and Reasonable Accommodation Medical Questionnaire must be returned to the director of human resources (director). Once the director is in possession of both forms, the director will schedule a meeting with the appropriate supervisory team. Faculty requests will be reviewed by the appropriate dean and the vice president of instruction, with the option to consult with the employee's department chair as needed. Staff requests will be reviewed by the appropriate supervisor and vice president.
4. The purpose of this meeting is to review the Reasonable Accommodation Request Form, Reasonable Accommodation Medical Questionnaire, and employee job description that outlines essential functions. The supervisory team will utilize these documents to determine what, if any, reasonable accommodations are available for the individual.
5. Upon conclusion of these deliberations, the director will prepare either the Reasonable Accommodation Approval Form or Reasonable Accommodation Denial Form. See Appendices H and I. Consultation with the College attorney will be required in most cases.
6. Once the appropriate approval or denial form is completed, the director and the appropriate supervisory team will meet with the employee requesting the accommodation. This group will cover the prepared form with the employee and secure his/her signature as verification of the communication.
7. In compliance with applicable laws and regulations, all documents pertaining to a disability request are placed in a confidential file, separate from the employee's personnel file, and may be opened only by the employee or an appropriate HR representative on a documented and approved "as needed" basis.