

Procedures for Employees to Request Accommodations

(This procedure also applies to the hiring process.)

Faculty or staff who wish to request accommodations due to a disability should contact the Human Resources (HR) Department and complete the Accommodation Request Form. Whenever possible, the individual should include documentation of the disability and the impact it has on employment. If the individual does not have documentation readily available, HR may ask the employee to provide documentation. HR may also ask for a release of information from the employee to seek advice from third-party experts when necessary. HR, with assistance from the Disability Resources and Services Coordinator, if appropriate, will determine whether the employee qualifies for accommodations under the Americans with Disabilities Act as amended (ADAAA).

Upon this determination HR will meet with the employee and the employee's direct supervisor to discuss the essential functions of the employee's position and appropriate accommodations. The Disability Resources and Services Coordinator as well as EITC administration may be involved in this interactive process, as appropriate.

The reasonable accommodation shall be documented by placing a copy of the accommodation request form and any accompanying documentation in a separate file from the employee's personnel file. All information shall be confidential.

Faculty or non-classified personnel disagreeing with the decision regarding their accommodation request should follow Policy 106 Grievance for Faculty and Non-Classified Personnel as published in the College's Policies and Procedures Manual. Classified employees should follow Policy 107 Classified Employee Due Process and Problem Solving.