ACCkommodation request procedures

employees who are disabled and need accommodations should tell their immediate supervisor, department chair/director, or the human resources department.

an employee who asks for accommodation to compensate for a disability, should be referred to human resources.

human resources will:

1. determine the existence and extent of the employee's disability.
   a. if the disability is apparent, a doctor's statement is not needed.
   b. if there is a question of the extent to which the person is disabled, the employee will need a statement from a doctor or other health care professional outlining his or her functional limitations
   c. at its discretion, the university may require a medical examination or medical inquiry by a health care professional if it chooses to confirm the individual's functional limitations.

2. discuss with the employee possible ways to accommodate the disability.
   a. the person should explain the disability and the type of accommodation he or she thinks is needed.
   b. discuss other accommodation options

3. offer employee a reasonable accommodation

4. document the request and human resource's response in the employee's personnel file,

if the employee is not satisfied with that decision, he or she may appeal through the eeop/aa office.

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see policy no. 402-94