

**EMPLOYEE REQUEST FOR ACCOMMODATION UNDER THE
AMERICANS WITH DISABILITIES ACT (ADA)**

Employee Accommodation Procedures

Purpose:

The Request for Disability Accommodation form is used by an employee to submit a request for accommodation.

Processing Procedures:

1. The employee requesting accommodation submits the Request for Disability Accommodation form with a copy of the current job description (if appropriate) to the Employee ADA Coordinator.
2. The Employee ADA Coordinator will determine if additional medical information is needed and will furnish the employee with any forms/questionnaires necessary for the health care provider to complete.
3. The Employee ADA Coordinator will evaluate information to determine eligibility within the guidelines of ADA.
4. The Employee ADA Coordinator will then coordinate with the necessary institutional staff and the employee to identify the essential functions of the job and determine whether there is an effective, reasonable accommodation that will enable the employee to perform those essential functions.
5. The ADA Coordinator will follow-up on employee's status/progress on an annual basis, or earlier as need arises.

Confidentiality:

All medical-related information shall be kept confidential and maintained separately from other personnel records. However, supervisors and managers may be advised of information necessary to make the determinations they are required to make in connection with a request for an accommodation. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations. Government officials investigating compliance with the ADA may also be provided relevant information as requested.

Retention:

All forms, and attached documentation submitted to the Employee ADA Coordinator will be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.