PROCEDURE

Effective Date: June 9, 2009
Approved By: Vice President, BFA

Authority: POL-U1600.03

Cancels: PRO-2120.02A         See Also:  POL-U1600.03  Accommodating Persons with Disabilities
PRO-U1600.03C  Requesting Classroom Accommodation by Faculty
PRO-U1600.02A  Discrimination Complaint Procedure
TSK-U1600.03A  Reviewing Accommodation Requests for Employment
FRM-U1600.03A  Medical Certification for Disability Accommodation
FRM-U1600.03B  Reasonable Accommodation Request Form
URL:       www.disabilityresources.wwu.edu

PRO-U1600.03A REQUESTING AN EMPLOYEE DISABILITY ACCOMMODATION

**Action by:**

Employee with disability

1. **Submits** *Reasonable Accommodation Request Form (FRM-U1600.03A)* to Human Resources.

   1a. If chooses to first discuss accommodation needs with supervisor, **does not provide** supervisor with medical information regarding disability (ie. diagnosis, etc), but only limitations created by the disability and possible accommodations.

Human Resources/Supervisor

2. **Engages** in discussion with employee about limitations and possible accommodations. **Supervisors may not** inquire about medical information (ie. diagnosis, cause, etc) or accept medical documentation.

3. **Documents** discussion and request. **Supervisors may not deny a request** but must notify HR as soon as possible of request.

4. **Maintains** strict confidentiality, only involving those on a need to know basis.

Human Resources

5. **Provides** employee with a copy of Accommodation Packet and supervisor with procedures.

6. **Requests** needed documentation from employee.

Employee

7. **Provides** requested documentation in a timely manner.

Human Resources

8. **Evaluates** request for accommodation (TSK-1600.03A)
9. **Reviews** decision with employee and supervisor.

9a. If approved, **decides** with employee and supervisor on an appropriate timeline for implementation and **provides** employee and supervisor with necessary information to implement accommodation.

9b. If decides request is not reasonable, **engages** in an interactive process with employee and department to determine availability of an alternative accommodation.

9c. If employee or department is not satisfied with the decision, **contacts** HR Associate Director.

10. **Works** with employee, department and other parties (as necessary) to attempt resolution.

11. **Refers** employee to *Discrimination Complaint Procedure* (PRO-1600.02A) if not satisfied with process or decision(s).

12. **Follows** directions in timeframe given by HR to implement accommodation(s).

13. **Contacts** HR regarding any problems or delays with the accommodation.

14. **Ensures** any costs related to implementing the accommodation(s) are covered by the department and not passed on to the employee.

15. **Contacts** employee and administrator within 30 days of implementation for a follow up review.