PROCEDURE

Effective Date: June 9, 2009
Approved by: Vice President, BFA
Authority: POL-U1600.03

Cancels: PRO-2120.02B
See Also: POL-U1600.03 Accommodating Persons with Disabilities
PRO-1600.02A Discrimination Complaint Procedure
FRM-1600.03A Reasonable Accommodation Request Form
URL: www.disabilityresources.wwu.edu

PRO-U1600.03B REQUESTING A REASONABLE ACCOMMODATION FOR THE JOB APPLICATION PROCESS

Action by:                   Action:

Applicant with disability

1. Contacts Hiring department or Human Resources to make accommodation request.

Hiring Department
-or-
Human Resources

2. Requests the applicant’s name, phone number, title of position and department.

   Important: Hiring department is not ask what the disability is or request any medical documentation.

Hiring Department
(if contact first by applicant)

3. Promptly contacts HR- Disability Services to inform about request for disability accommodation and provides information.

Human Resources

4. Evaluates request with applicant.

5. Offers copy of policy/procedure to applicant.

6. Discusses request with hiring department, if necessary.

   7. Requests additional necessary information or documentation from applicant.

Applicant

8. Provides requested information documentation to HR in a timely manner.
**PROCEDURE**

*Action by:*  
Human Resources  

*Action:*  
9. **Makes** decision regarding request.

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 interactive process with hiring department and applicant to determine availability of an alternative accommodation.

9c. If applicant or Hiring Department is not satisfied with the decision, **contacts** HR Associate Director.

10. **Documents** decisions and action taken.

HR Associate Director  

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

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

Hiring Department  

- **and-**
  - Applicant

13. **Follows** direction given by Human Resources and **ensures** accommodation or other actions are implemented in a timely manner. (Hiring department to cover any related costs).

Human Resources  

14. **Follows up** with Hiring Department to ensure accommodation implemented.

Hiring Department  

- **or-**
  - Applicant

15. **Contacts** Human Resources regarding any problems or delays with the implementation of the accommodation.
PROCEDURE

Contact Information

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WWU Disability Resources Website
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