PROCEDURE

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

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
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<tbody>
<tr>
<td>Applicant with disability</td>
<td>1. <strong>Contacts</strong> Hiring department or Human Resources to make accommodation request.</td>
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| 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 contacted 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. |
| Human Resources | 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 |
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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.

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).

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).

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

15. Contacts Human Resources regarding any problems or delays with the implementation of the accommodation.
Contact Information

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