

## PROCEDURE

Effective Date: June 9, 2009

Approved by: Vice President, BFA

Authority: POL-U1600.03

### PRO-U1600.03A      REQUESTING AN EMPLOYEE DISABILITY ACCOMMODATION

<u>Action by:</u>	<u>Action:</u>
Employee with disability	<ol style="list-style-type: none"> <li>1. <b>Submits</b> <i>Reasonable Accommodation Request Form</i> (FRM-U1600.03A) to Human Resources.               <ol style="list-style-type: none"> <li>1a. If chooses to first discuss accommodation needs with supervisor, <b>does not provide</b> supervisor with medical information regarding disability (ie. diagnosis, etc), but only limitations created by the disability and possible accommodations.</li> </ol> </li> </ol>
Human Resources/Supervisor	<ol style="list-style-type: none"> <li>2. <b>Engages</b> in discussion with employee about limitations and possible accommodations. <b>Supervisors may not</b> inquire about medical information (ie. diagnosis, cause, etc) or accept medical documentation.</li> <li>3. <b>Documents</b> discussion and request. <b>Supervisors may not deny a request</b> but must notify HR as soon as possible of request.</li> <li>4. <b>Maintains</b> strict confidentiality, only involving those on a need to know basis.</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>5. <b>Provides</b> employee with a copy of Accommodation Packet and supervisor with procedures.</li> <li>6. <b>Requests</b> needed documentation from employee.</li> </ol>
Employee	<ol style="list-style-type: none"> <li>7. <b>Provides</b> requested documentation in a timely manner.</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>8. <b>Evaluates</b> request for accommodation (TSK-1600.03A)</li> </ol>

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<u>Action by:</u>	<u>Action:</u>
Human Resources (cont.)	<p>9. <b>Reviews</b> decision with employee and supervisor.</p> <p>9a. If approved, <b>decides</b> with employee and supervisor on an appropriate timeline for implementation and <b>provides</b> employee and supervisor with necessary information to implement accommodation.</p> <p>9b. If decides request is not reasonable, <b>engages</b> in an interactive process with employee and department to determine availability of an alternative accommodation.</p> <p>9c. If employee or department is not satisfied with the decision, <b>contacts</b> HR Associate Director.</p>
HR Associate Director	<p>10. <b>Works</b> with employee, department and other parties (as necessary) to attempt resolution.</p> <p>11. <b>Refers</b> employee to <i>Discrimination Complaint Procedure</i> (PRO-1600.02A) if not satisfied with process or decision(s).</p>
Employee with disability/Supervisor	<p>12. <b>Follows</b> directions in timeframe given by HR to implement accommodation(s).</p> <p>13. <b>Contacts</b> HR regarding any problems or delays with the accommodation.</p>
Supervisor	<p>14. <b>Ensures</b> any costs related to implementing the accommodation(s) are covered by the department and not passed on to the employee.</p>
Human Resources	<p>15. <b>Contacts</b> employee and administrator within 30 days of implementation for a follow up review.</p>