

PROCEDURE

Effective Date: June 9, 2009

Approved by: Vice President, BFA

Authority: POL-U1600.03

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

<i>Action by:</i>	<i>Action:</i>
<p>Applicant with disability</p> <p>Hiring Department -or- Human Resources</p> <p>Hiring Department (if contacted first by applicant)</p> <p>Human Resources</p> <p>Applicant</p> <p>Human Resources</p>	<ol style="list-style-type: none"> 1. Contacts Hiring department or Human Resources to make accommodation request. 2. Requests the applicant's name, phone number, title of position and department. <ul style="list-style-type: none"> Important: Hiring department is not ask what the disability is or request any medical documentation. 3. Promptly contacts HR- Disability Services to inform about request for disability accommodation and provides information. 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. 8. Provides requested information documentation to HR in a timely manner. 9. Makes decision regarding request. <ul style="list-style-type: none"> 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.

Hiring Department
-and-
Applicant

Human Resources

Hiring Department
-or-
Applicant

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Contact Information

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