

PROCEDURE

Effective Date: June 9, 2009

Approved By: Director, Human Resources

Authority: POL-U1600.03

PRO-U1600.03C REQUESTING CLASSROOM ACCOMMODATION BY FACULTY

Action by:Action:

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| Faculty with Disability | 1. Follows PRO-U1600.03A <i>Requesting an Employee Accommodation</i> from Human Resources. |
| HR – Disability Services | 2. Follows PRO-U1600.03A and informs employee and the department and Registrar classroom schedulers regarding approval for accommodation. |
| Faculty with Disability and Department Classroom Scheduler | 3. Follows departmental procedures to submit classroom needs request and makes note to Registrar in comment section: “disability accommodation request being made.” |
| Department Classroom Scheduler | 4. Forwards request to Office of Registrar, Classroom Scheduler. |
| Registrar – Classroom Scheduler | 5. Maintains strict confidentiality regarding disability status; consulting with only those on a need to know basis. |
| | 6. Ensures has received HR approval for accommodation and implements accommodation request as specified by HR. |
| | 7. Works with faculty member and department Scheduler (and HR if necessary) to find reasonable and effective solution if has conflict in fulfilling accommodation request. |
| | 8. Maintains strict confidentiality consulting with only those on a need to know basis. |

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Action by:

Registrar – Classroom
Scheduler (cont)

HR - Disability Services

Action:

9. **Contacts** HR-Disability Services if special needs request submitted from department differ from HR approved request.

10. **Completes** PRO-U1600.03A *Requesting An Employee Disability Accommodation.*