

Accommodation Request Process for Employees

1. A request for accommodation is made to the supervisor.

- a) A request can be made by the employee or by someone on the employee's behalf.
- b) A request may use everyday language (illness, condition, help, changes, etc.) or "ADA language" (accommodation, disability, etc.)

Note: If an employee is uncomfortable approaching the supervisor at any point in this process, the employee may choose to speak with a human resource representative.

2. Identify the employee's workplace accommodation needs.

- a) HRM and the supervisor will discuss the needs with the employee who made the request.
- b) Review the job description and consider the essential functions of the job.
- c) The discussion should be kept confidential and not shared beyond HRM and the employee's "chain of command" without the employee's permission.

3. Determine if the employee has a disability.

- a) Documentation request should ask for these items in writing:
 - (1) confirmation that there is a disability that impacts work;
 - (2) a description of the relevant impacts;
 - (3) clarification of the connection between impact and requested accommodation if needed and;
 - (4) suggestions for other accommodations.
- b) If management does not believe there is a disability, or if they plan to deny the request for accommodation, contact the Chief Human Resources Officer and the ADA Coordinator before proceeding.

4. Select and provide the accommodation that is effective for the employee and appropriate for the work place environment.

- a) Identify what modifications (to procedures, schedules, equipment or the environment) or aids would allow the employee to meet their essential job responsibilities (tasks and performance/productivity standards).

- b) The ADA Coordinator can help identify potential accommodations.
- c) The University may be able to assist with accommodation expenses over \$500 per fiscal year. Departments may contact the Chief Human Resources Officer for more information.
- d) If no accommodations are possible, the employee may no longer be qualified for the position – contact Human Resources Management for instructions on how to proceed.

5. Once the accommodation is in place, check results.

- a) Monitor the accommodation to see if the adaptation enables the employee to complete the necessary work task(s).
- b) Periodically evaluate the accommodation(s) to ensure effectiveness.
- c) Modify the accommodation if necessary by repeating this process.

For guidance with any part of this process, contact Nancy Bowles at nmb052000@utdallas.edu or extension 2221.