ADA Reasonable Accommodation / Workplace Exception Process

The following steps give a general outline to initiate a reasonable accommodation or workplace exception process:

1. Fill out the Reasonable Accommodation / Workplace Exception Intake form. The Questionnaire has been updated with COVID-19 specific questions to assist the University with determining if your request will be processed as a request for an accommodation under the ADA or as a workplace exception.

2. The ADA Case Manager will receive a copy of the questionnaire and make contact with you if medical information and/or further documentation is needed by the University from your Health Care Provider.

3. Based upon the information provided, the ADA Case Manager will determine if you:
   a. Have a disability as defined by ADA and in need of a reasonable accommodation; or
   b. You do not have a disability as defined by the ADA but still require a workplace exception due to your specific circumstance and the current COVID-19 Pandemic.

4. Your supervisor will also be notified of your specific request for accommodation or exception.
   a. Reasonable Accommodations will go to Appointing Authority for approval.
   b. Workplace exception may be approved by immediate supervisor.

5. If an agreement with your supervisor or appointing authority regarding your request is not reached, Human Resources will facilitate, schedule and attend a meeting with them and you to clarify your request and/or explore potential alternatives to the requested accommodation or exception.

6. You will be notified in writing once a final decision is made regarding your accommodation or exception.

7. If an accommodation or workplace exception has been approved, the arrangement may be periodically assessed for effectiveness. Any additional requests for changes or modifications to the most recently approved arrangement can be made by employees to the ADA Case Manager.