

Employee ADA Accommodation Request Process

If you are a University of Wyoming employee with a physical or mental condition that you feel hinders your ability to successfully perform the essential duties of your job, you may request an accommodation under the Americans with Disabilities Act (ADA).

Decisions regarding a request for an accommodation are made by engaging in an interactive process. This means that you, your supervisor, your health care provider, and the Office of Human Resources will collaborate in order to arrive at the best possible solution to fit your specific needs.

The following steps give a general outline of the accommodation request process:

1. Contact the Office of Human Resources at (307) 766-2437 and ask to be connected with the ADA Coordinator. The ADA Coordinator will arrange for an initial consultation about your needs and responsibilities and what you think may be a reasonable accommodation(s.)
2. The ADA Coordinator will give you the ADA Medical Documentation Request form to submit to your health care provider who will complete the form and return it to the Office of Human Resources.
3. The ADA Coordinator, based on the ADA Medical Documentation Request form, will determine whether you have a disability as defined by ADA, and notify you of the decision.
4. Your supervisor will also be notified of your specific request for accommodation. If he or she feels the request is reasonable, it will be presented to your appointing authority for an approval decision.
5. If your supervisor or appointing authority have concerns about your request or feel that it is not reasonable, Human Resources will schedule and attend a meeting with them and you to clarify your request or explore potential accommodation alternatives.
6. You will be notified once a final decision is made regarding your accommodation request.
7. If an accommodation has been granted, the arrangement will be monitored for effectiveness. Requests for modifications to the accommodation and additional accommodations can be made through the Office of Human Resources.

A list of appointing authorities and answers to commonly asked questions about ADA can be found on the Human Resources web site.