

Procedure Manual



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REQUESTS FOR ACCOMMODATION

Reasonable Accommodation Requests and the Interactive Process

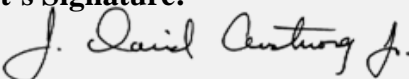
It is the obligation of the employee to request the reasonable accommodation. The Human Resources Department, in consultation with the operational unit, shall be responsible for assisting employees and applicants in the provision of reasonable accommodations. Reasonable accommodation may be provided after an interactive process with the employee or prospective employee. The interactive process may include:

- 1) an analysis of the particular job to determine its purpose and essential functions;
- 2) a consultation with the employee to ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation;
- 3) an identification of potential accommodations and, in conjunction with the employee, an assessment of the effectiveness of those accommodations in enabling the employee to perform the essential functions of the job;
- 4) consideration of the preference of the employee and selection and implementation of the accommodation that is appropriate for the employee and the employer; and,
- 5) the overall needs of the office.

The accommodation need not be the most expensive, nor must it be exactly what the employee requests, but it must be effective.

Medical Documentation and Confidentiality

In some cases the disability and need for accommodation will be obvious or otherwise already known. In these cases, the Human Resource department will not seek any further medical information. However, when a disability and/or need for reasonable accommodation is not obvious or otherwise already known, Human Resources may require that the individual provide reasonable documentation about the disability and functional limitations. The College has a right to request supplemental medical information if the information submitted does not clearly explain the nature of the disability or the need for the reasonable accommodation, or does not otherwise clarify how the requested accommodation will assist the employee to perform the essential functions of the job. Such a request for supplemental documentation must be specific so that the employee will know what to provide. It is not appropriate to request medical information that is unrelated to the individual's request for accommodation. The College also has the right to have medical information reviewed by a medical expert of the College's choosing at the College's request and at the College's expense.

Recommending Officer's Signature:	Date: 6/26/12	President's Signature: 	Date: 6/26/12
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All requests for accommodations, along with any medical or other documentation provided, will be kept in files separate from the employee's personnel file. Access to this information is strictly limited to those employees with an identifiable need to review the information.

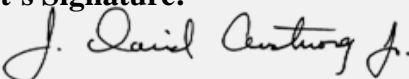
The failure to provide appropriate documentation or to cooperate with the College's efforts to obtain such documentation may result in denial of the accommodation request.

Timelines

Supervisors who receive requests for accommodation should promptly consult with the Employee Relations unit of Human Resources.

Questions/Concerns

Employees or applicants, who require reasonable accommodation or believe they have been discriminated against due to a disability, should contact the Associate Vice President for Human Resources and Equity or the Director of Employee Relations.

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