

## PROCEDURE

Effective Date: June 9, 2009

Approved By: Vice President, BFA

Authority: POL-U1600.03

Cancels: PRO-2120.02A

See Also:

POL-U1600.03	Accommodating Persons with Disabilities
PRO-U1600.03C	Requesting Classroom Accommodation by Faculty
PRO-U1600.02A	Discrimination Complaint Procedure
TSK -U1600.03A	Reviewing Accommodation Requests for Employment
FRM-U1600.03A	Reasonable Accommodation Request Form
FRM-U1600.03B	Medical Certification for Disability Accommodation
URL:	<a href="http://www.disabilityresources.wvu.edu">www.disabilityresources.wvu.edu</a>

### PRO-U1600.03A    REQUESTING AN EMPLOYEE DISABILITY ACCOMMODATION

Action by:Action:

Employee with disability

1. **Submits** *Reasonable Accommodation Request Form* (FRM-U1600.03A) to Human Resources.

1a. If chooses to first discuss accommodation needs with supervisor, **does not provide** supervisor with medical information regarding disability (ie. diagnosis, etc), but only limitations created by the disability and possible accommodations.

Human  
Resources/Supervisor

2. **Engages** in discussion with employee about limitations and possible accommodations. **Supervisors may not** inquire about medical information (ie. diagnosis, cause, etc) or accept medical documentation.
3. **Documents** discussion and request. **Supervisors may not deny a request** but must notify HR as soon as possible of request.
4. **Maintains** strict confidentiality, only involving those on a need to know basis.

Human Resources

5. **Provides** employee with a copy of Accommodation Packet and supervisor with procedures.

6. **Requests** needed documentation from employee.

Employee

7. **Provides** requested documentation in a timely manner.

Human Resources

8. **Evaluates** request for accommodation (TSK-1600.03A)

## PROCEDURE

<u>Action by:</u>	<u>Action:</u>
Human Resources (cont.)	<p>9. <b>Reviews</b> decision with employee and supervisor.</p> <p>9a. If approved, <b>decides</b> with employee and supervisor on an appropriate timeline for implementation and <b>provides</b> employee and supervisor with necessary information to implement accommodation.</p> <p>9b. If decides request is not reasonable, <b>engages</b> in an interactive process with employee and department to determine availability of an alternative accommodation.</p> <p>9c. If employee or department is not satisfied with the decision, <b>contacts</b> HR Associate Director.</p>
HR Associate Director	<p>10. <b>Works</b> with employee, department and other parties (as necessary) to attempt resolution.</p> <p>11. <b>Refers</b> employee to <i>Discrimination Complaint Procedure</i> (PRO-1600.02A) if not satisfied with process or decision(s).</p>
Employee with disability/Supervisor	<p>12. <b>Follows</b> directions in timeframe given by HR to implement accommodation(s).</p> <p>13. <b>Contacts</b> HR regarding any problems or delays with the accommodation.</p>
Supervisor	<p>14. <b>Ensures</b> any costs related to implementing the accommodation(s) are covered by the department and not passed on to the employee.</p>
Human Resources	<p>15. <b>Contacts</b> employee and administrator within 30 days of implementation for a follow up review.</p>