Procedure to request an accommodation for a disability

Employee or employee's supervisor contacts the ADA Coordinator for assistance in applying for an accommodation.

Employee submits all requests in writing using Appendix A (Reasonable Accommodation Request Form) to the ADA Officer.

Any information submitted shall be considered confidential and may be shared only with those who need to know in accordance with federal and state law.

The ADA Officer will make the determination of the need to know in consultation with the applicable department or administrative unit.

Employee shall respond to all requests for reasonable time frames set by the ADA Officer.

Failure to submit any request in writing may result in delay and/or denial of accommodation request.

Failure to submit all requested medical documentation may result in delay of any or all requested accommodation.

Employee provides relevant medical information and/or opinions should be submitted using Appendix B (Health Care Provider Release Form) and Appendix C (Disability Documentation).

The ADA Officer evaluates the documentation and consults with appropriate College procedures and resources including the employee's immediate supervisor to determine if the employee is to be accommodated.

The ADA Office should issue a written decision and accommodation plan to the employee within a reasonable time.

The ADA Officer must make the following necessary determinations for each ADA accommodation request:

- The nature of the disability
- Whether the disability limits the employee from performing essential functions of the employee's position
- The type of accommodation that is (are) reasonable
- The essential functions (if any) affected by the disability

Copies of the decision and accommodation plan will be sent to the immediate supervisor and any other person involved in the implementation of the decision and plan, and the appropriate vice president or division head.

Employee is responsible for expenses of providing acceptable documentation.

Failure to submit all requested medical documentation may result in denial of any or all requests for accommodation.

The ADA Officer should issue a written decision and accommodation plan to the employee within a reasonable time.

The ADA Officer will assure verification of receipt by the employee of the written decision.

Copies of the decision and accommodation plan will be sent to the immediate supervisor and any other person involved in the implementation of the decision and plan, and the appropriate vice president or division head.

Employee and department/division accept decision.

Employee returns to work.

Employee does not return to work and discusses options with HR.

Employee or department/division appeals decision.

Human Resources

Accessibility

Policy Information

ADA Officer

Accommodation

Appeal Process

Employee or Department/Division

Grinnell College Request for Accommodation Procedure

JRK

September 16, 2010