

ADA ACCOMMODATION PROCESS AMERICANS WITH DISABILITIES ACT

The accommodation starts when an applicant or employee makes a request. The person seeking an accommodation does not have to invoke ADA, make a request in writing, or specifically use the phrase "reasonable accommodation" to initiate the process. The EEOC details that person making the request merely has to use "plain English," and provide enough information to put the employer on notice that the request is related to a claimed impairment or medical condition.

The process for requesting accommodation is as follows:

1. A person makes a request for an ADA accommodation.
2. Complete the Request form, and review with the employee and obtain the employee's signature.
3. Review the medical certification document. Reiterate the need to have the medical statement returned within 15 days, as noted in the request letter.

Additionally, the obligation to begin the interactive process may be triggered without the employee making the request, in situations where the employer has notice that the employee may need a reasonable accommodation related to a known disability.

Procedure - Job applicants

1. The job applicant shall inform the Benefits Coordinator designee of the need for an accommodation. The Benefits Coordinator designee will discuss the needed accommodation and possible alternatives with the applicant.
2. The Human Resources Director will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for funding accommodations

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Funding must be approved by the accomm.3 z9(c)-3.,c(g)10.9(c)-3. heacs12(t)7i10.4(d-39(d)6l)3.6() (g)10.

worker(s). The Human Resources Director will work with the State ADA/Disability Coordinator to