

# Making an Accommodation Request

## Employee Procedure

The university's process for making an employee accommodation is determined on a case-by-case basis through a structured but collaborative assessment system centralized in the Department of Human Resources. In general, the term "accommodation" means any change in the work environment, or the way things are customarily done that enables an otherwise qualified individual with a disability to perform the essential functions of a job and enjoy the same employment opportunities as employees without disabilities. Neither the ADA nor the regulations specifically define what constitutes a "reasonable accommodation." Rather, the ADA provides a list of possible accommodations such as:

- modifications of schedules;
- reassignment to a vacant position;
- acquisition or modification of equipment or devices;
- reserved parking spaces;
- usage of accrued paid leave or additional unpaid leave for necessary treatment.

Requests for accommodation should be made simultaneously to the employee's immediate supervisor and to the director of human resources. Once a supervisor is made aware of the possible need for accommodation, it is incumbent upon that supervisor to advise and to work in consultation with the director of human resources.

In accordance with EEOC recommendations, the assessment includes:

- Analyzing the particular job (purpose and essential functions);
- Consulting with the individual with the disability about how limitations to their ability to perform essential job functions could be overcome with accommodations;
- Identifying potential accommodations;
- Considering the preference of the individual;
- Selecting the accommodation that is most appropriate for both the employee and the university.

Whether the proposed accommodation is reasonable is decided on a case-by-case basis. The university maintains the right to select from equally effective accommodations, adjustments, and/or auxiliary aids and services, as well as to refuse an unreasonable accommodation, adjustment, and/or auxiliary aid and service that imposes a fundamental alteration on a program or activity of the university. The assessment generally requires the requesting employee or student to provide current documentation that supports their request for accommodation.

Please complete and return the ADA Accommodation Request form to the Office of Human Resources. This form is located on the ADA & FMLA webpage here:

<https://www.wittenberg.edu/administration/humanresources/fmla>. Your request will be reviewed and additional information will be provided.