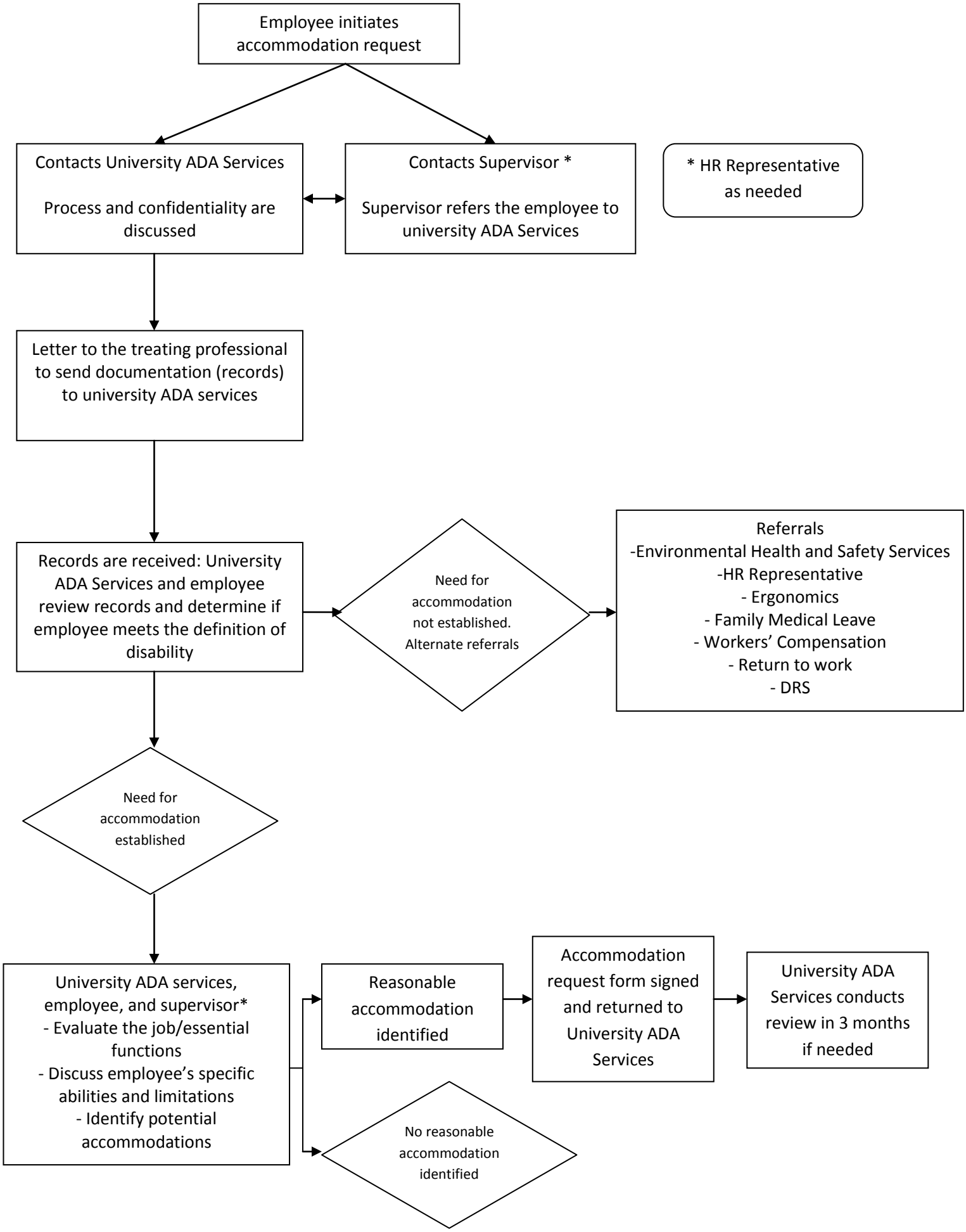
Employee initiates accommodation request
Contacts University ADA Services
Process and confidentiality are discussed
Contacts Supervisor *
Supervisor refers the employee to university ADA Services
* HR Representative as needed
Letter to the treating professional to send documentation (records) to university ADA services
Records are received: University ADA Services and employee review records and determine if employee meets the definition of disability
Need for accommodation not established. Alternate referrals
Referrals
-Environmental Health and Safety Services
-HR Representative
- Ergonomics
- Family Medical Leave
- Workers' Compensation
- Return to work
- DRS
Need for accommodation established
University ADA services, employee, and supervisor*
- Evaluate the job/essential functions
- Discuss employee's specific abilities and limitations
- Identify potential accommodations
Reasonable accommodation identified
Accommodation request form signed and returned to University ADA Services
University ADA Services conducts review in 3 months if needed
No reasonable accommodation identified