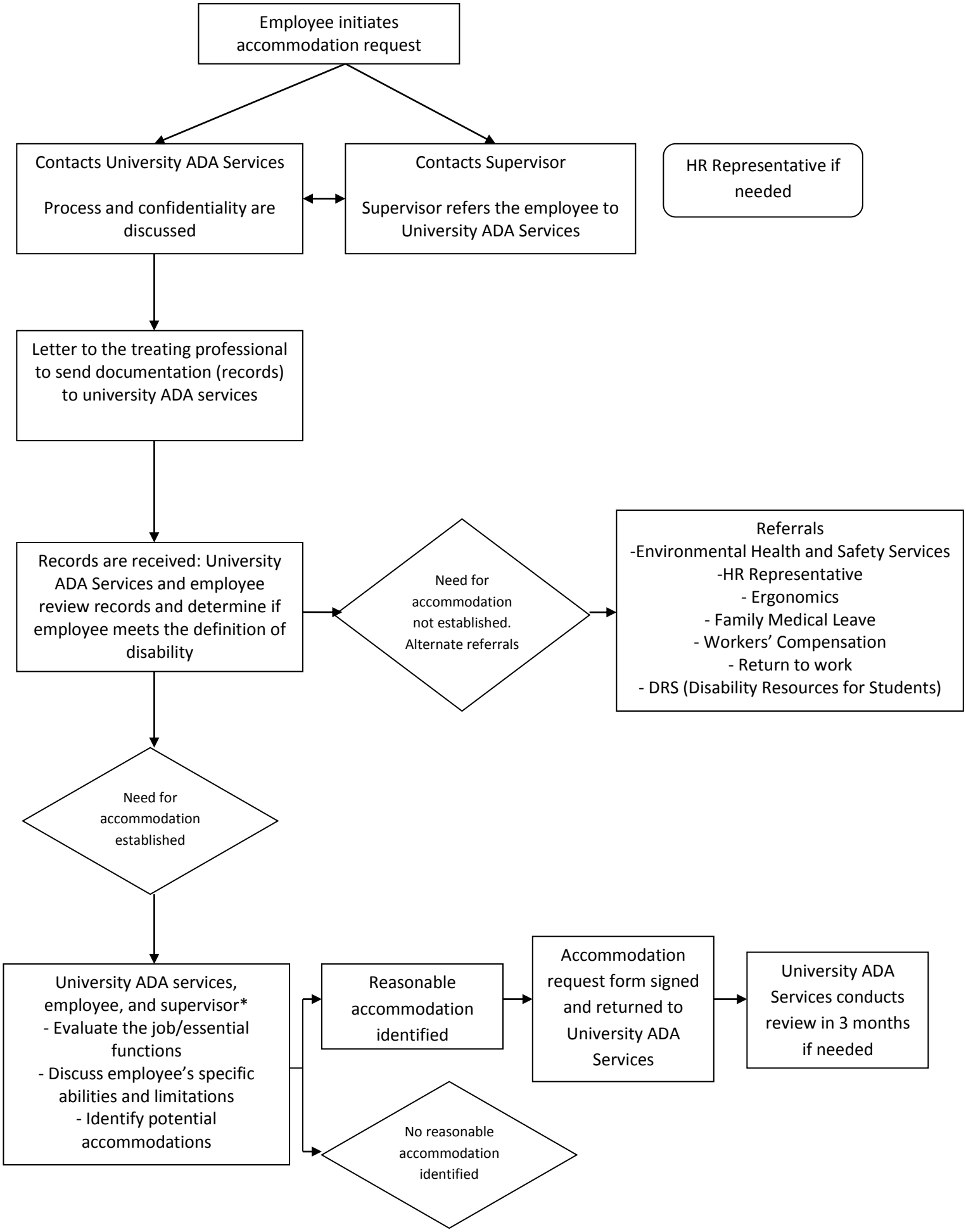
Employee initiates accommodation request
Contacts University ADA Services
Process and confidentiality are discussed
Contacts Supervisor
Supervisor refers the employee to University ADA Services
HR Representative if needed
Letter to the treating professional to send documentation (records) to university 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 (Disability Resources for Students)
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