EMPLOYEE ADA ACCOMMODATION REQUEST PROCESS SUMMARY

EMPLOYEE REQUESTS AN ACCOMMODATION – Interactive Process begins (Employee contacts a supervisor, HR, or OEO)

ADA Specialist meets with employee to discuss the accommodation requested
What is the disability/condition for which the employee seeks an accommodation? How will the accommodation requested allow the employee to perform his/her duties? Medical documentation is usually requested at this time

Meeting with employee’s supervisor to discuss the accommodation requested (the disability is not shared with the supervisor, but the nature of the disability may be shared)
Inquiry into employee’s job description and essential job functions
Discuss the feasibility of the accommodation requested

ADA Specialist analysis: Is the employee able to perform the essential functions of the job with/out an accommodation?

YES
The employee can or will be able to perform the essential functions.

NO
Discuss with employee the implications of being unable to perform essential functions – Possible end to the ADA process and will be referred to HR

ISTHE REQUESTED ACCOMMODATION A REASONABLE REQUEST?
ADA Specialist conducts analysis of all information gathered and received and may need to go back to the employee, supervisor and/or medical provider to get more information to make this determination.

YES
Accommodation is approved and will be monitored for success.

NO
Discuss alternatives – including partial approval or other alternative accommodations
Additional documentation may be requested
Request may be denied and matter referred to HR

If a specific request has been denied, an employee may
File an appeal with 504 Coordinator and Office of Equal Opportunity Director
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