

# Americans With Disabilities Act - AR4121

January 1, 1997

The Vice Chancellor of Human Resources is the district's ADA Coordinator. All ADA and Section 504 complaints shall be submitted to the Vice Chancellor of Human Resources as defined in AR4119.

As provided by law, the district has established a process for requesting reasonable accommodation. The process is as follows:

## 1. Reasonable Accommodation Evaluation Process

All requests for reasonable accommodation are to be forwarded to the district's ADA Coordinator, the Vice Chancellor of Human Resources for processing. The Vice Chancellor of Human Resources will respond to inquiries about reasonable accommodation at any point in the screening and selection process or during employment. When processing requests the Vice Chancellor of Human Resources may use input from the applicant or employee, supervisor, and when necessary, appropriate medical personnel, rehabilitation services and other knowledgeable resources.

The Vice Chancellor of Human Resources, in conjunction with the Vice Chancellor of Business Operations and Fiscal Services, Executive Director of Facility Planning and Campus Services and the appropriate area Vice Chancellor will evaluate whether an accommodation request creates an undue hardship from a financial or operations standpoint. Following examination of each specific accommodation request, the Vice Chancellor of Human Resources will forward the group's recommendation to the Chancellor. Decisions will be made by the Chancellor, documented, and become part of the recruitment file or, in the case of employee's, the employee's personnel file.

## 2. Request for Reasonable Accommodation Application

All requests must be submitted using the district's Request for Reasonable Accommodation Application form. The form must be completed in its entirety.

In completing particular sections of the request form, applicants must provide the following information:

- a. **Describe the Disability That Exists.** Completely describe the disability they are experiencing and describe how it interferes with the performance of their existing job responsibilities. Applicants must provide examples and supporting details or documentation.
- b. **Describe Your Job Responsibilities.** Briefly describe their total job responsibilities. They should give particular attention to those aspects of their job that are affected by the disabilities they have described. Employees may obtain copies of their job description from their supervisor, site administrator or from the Office of Personnel Services.
- c. **Specific Request for Reasonable Accommodation.** Applicant must submit documentation to support their request. Applicant must describe how their request will accommodate their disability, as defined in (a) and (b) above.

## 3. Request for Reasonable Accommodation Form--Physician's Statement

The applicant must complete the top portion of the Physician's Statement Form including the following information:

a. **Date and sign** the authorization to release medical information.

b. **Describe the Disability That Exists and Your Reasonable Accommodation Request.** Upon completion the applicant must give this form to their physician or medical provider and request that they complete the lower section of the form. The applicant's physician must provide the following information on the district's Physician's Statement form:

c. **Physician's Professional Opinion.** The physician must complete and sign the section giving his/her professional opinion regarding the disability and the requested accommodation to overcome the disability.

d. Once the physician has completed and signed the bottom of the form, the employee must return the Physician's Statement with their Request for Reasonable Accommodation Form to the Vice Chancellor of Human Resources. If the employee has questions regarding the completion of the paperwork associated with the Request for Reasonable Accommodation, the employee should contact their direct supervisor, site administrator, Vice Chancellor of Human Resources.

**Legal reference:** Public Law 100-336

**Responsible Manager:** Executive Vice Chancellor of Human Resources & Educational Services