



## Policy # 53004.1

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### PROCEDURES FOR REQUESTING ACCOMMODATIONS

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**Effective Date:** January 15, 2018

**Revised Date:** May 9, 2024

**Responsible Office:** Office of Compliance/Human Resources

**Division:** Operations

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Grambling State University is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act, and its Amending Act of 2008. The purpose of these procedures is to provide University employees, applicants for employment, and members of the general public with guidelines to follow when requesting ADA Accommodations.

#### STEPS

##### **Requesting a Reasonable Accommodation to Perform the Essential Functions of a Position**

1. The Americans with Disabilities Act of 1990, as amended, requires reasonable accommodation as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.
2. A person may request a reasonable accommodation to perform the essential functions of a position. This may be for the person's current position or a position for which the person is applying.
3. To receive a reasonable accommodation under the ADA, employees and applicants must complete the [ADA Employee Request for Accommodation Form](#). During the initial on boarding process two things will be accomplished:
  - a. The ADA Coordinator will determine if a Medical Inquiry Form is needed to support the employee's request for accommodation.
  - b. The responsibilities of the University and the employee will be clarified.
4. After reviewing the documentation and the facts of each request, the University's Department of Human Resources will determine if the employee is eligible for accommodations under the ADA.
5. The University's Department of Human Resources will review the essential functions of the job, the functional limitations of the disability, and the reasonableness of an accommodation. The Human Resources Representative will then facilitate a discussion with the supervisor/department head/dean representing the department and the employee to determine what accommodations may be reasonable.

6. The Human Resources Representative may seek advice from third-party experts when necessary. Only the University's Department of Human Resources will retain medical documentation, which will be kept in a separate confidential file and will share medical information on a need-to-know basis. Supervisors will be informed of the functional limitations and the accommodation.
7. After reviewing all the facts, it is the responsibility of the University's Department of Human Resources to determine the reasonable accommodation. The Human Resources Representative will outline the process for providing the accommodation, both verbally and in writing to the employee and the departmental representative. The ADA Coordinator will send an ADA Summary and Response Form to employee, their supervisor, and Human Records for record keeping.
8. The employee is responsible for contacting the Human Resources Representative if reasonable accommodations are not implemented in an effective and timely manner or if the accommodations are not working. The Human Resources Representative will work with the employee and the departmental representative to resolve disagreements regarding recommended accommodations.
9. If an employee with a disability cannot be reasonably accommodated, continued employment will be considered on a case-by-case basis in accordance with state and federal laws.

**Requesting an Accommodation to Participate in the Hiring Process or to Participate in Employment-Related University Programs**

1. A person with a disability, whether an employee or applicant, who needs an accommodation to participate in a selection process (such as a test or an interview) for a University position must contact the ADA Coordinator to request an accommodation.
2. An employee who meets the definition of a person with a disability and who needs an accommodation to participate in an employment-related University program, event, or benefit must contact the ADA Coordinator request an accommodation. The request for an accommodation must come in a timely manner to allow time for the department to respond to the request.
3. The department which receives a request for an accommodation may coordinate with the person with a disability as defined by the ADA for assistance in making a reasonable accommodation.
4. The department will document all requests for accommodations and responses to the requests and forward any records to the Office of Human Resources.

**Grievance Policy for University Employees**

It is the policy of the University that issues concerning accommodations for persons with disabilities for employment and participation in academic and other programs, activities and services of the University should be expeditiously resolved between the person requesting the accommodation and the University employee representing the department within which the employment, academic or other program, activity, or service is located. If the person requesting an accommodation is not satisfied with the proposed accommodation, the following procedure should be utilized:

An individual who believes the university has not met its obligations under the ADA should contact the Director for Civil Rights and Title IX within thirty (30) days of an adverse decision by the Reasonable Accommodations Committee. The employee can file a grievance via the online [University Grievance Form](#), or in person with:

**Office for Civil Rights and Title IX**

Brown Hall, Room 127  
Phone: 318-274-2660  
Fax: 318-274-3297

An individual has the right to file complaints of ADA violations with:

**US Department of Justice**

950 Pennsylvania Avenue, NW  
Civil Rights Division Disability Rights Section – 1425 NYAV  
Washington, DC 20530  
202-307-0663 (voice and TTY)

**ADA Information Line:**

800-514-0301 (voice)  
833-610-1264 (TTY)