



Procedures for Policy # 53004.1

PROCEDURES FOR REQUESTING ACCOMMODATIONS

The purpose of these procedures are to provide Grambling State University with a clear set of guidelines to follow when requesting 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 an online [Request for Reasonable Accommodations](#). During the initial onboarding process two things will be accomplished:
 - a. The Director for Civil Rights and Title IX will determine if a [Physician Documentation 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.

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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 Office for Civil Rights and Title IX 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 [Office for Civil Rights and Title IX](#) to 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

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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

ADA Information Line:
800-514-0301 (voice) or 800-514-0383 (TTY)
Main Section Telephone Number:
202-307-0663 (voice and TTY)
Fax (202) 307-1197