

EMPLOYEE ADA ACCOMMODATION REQUEST PROCESS SUMMARY

EMPLOYEE REQUESTS AN ACCOMMODATION – Interactive process begins
(Employee may make request to a supervisor, HR, or OEO)

ADA Specialist engages employee - Discuss process and accommodation requested

What is the medical condition for which the employee seeks an accommodation?
Is the employee's medical condition a disability?
How will the accommodation requested allow employee to perform his/her duties?
Medical documentation is usually requested at this time

ADA Specialist engages supervisor to discuss accommodation requested

(Disability is not disclosed to supervisor)

Inquiry into employee's job description and essential job functions
Discussion of whether accommodation requested is feasible

American Disability Act (ADA) analysis: Is the employee able to perform the essential functions of the job with/out an accommodation?

YES

Employee can (or accommodation will enable employee to) perform the essential functions

NO

Discuss with employee the implications of being unable to perform essential functions – Consider re-assignment or end to the ADA process

IS THE REQUESTED ACCOMMODATION A REASONABLE?

ADA Specialist conducts analysis of all information received and may require additional information from employee, supervisor and/or medical provider to make this determination.

YES

Accommodation is approved and monitored for success.

NO

Discuss alternatives – including partial approval or alternate effective accommodation(s)
Additional documentation may be requested
Request may be denied and matter referred to HR

If request has been denied, employee may file an appeal with
504 Coordinator and Office of Equal Opportunity Director
Jill Zellmer, MSW - jill.zellmer@tufts.edu