

ADA/ADAAA Policy and Procedure

I. Purpose

The purpose of the policy is to comply with the Americans with Disabilities Act (“ADA”), amended by the Americans with Disabilities Amendments Act (ADAAA), which prohibits covered employers from discriminating against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

II. General Statement of Policy

The policy of the Rapid City Area School District (District) is to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Title I and Title V of the ADA protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

III. Definitions

- A. “Disability” means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- B. “Qualified individual” means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- C. “Reasonable accommodation” includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- D. Undue hardship means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity.

IV. Reporting Procedures

All students, employees, non-employees and community members have a responsibility to maintain a positive learning, work and school environment by requesting and/or informing appropriate district leaders of individuals who may qualify for accommodations due to a disability, to make their environment more successful.

V. Dissemination of Policy and Training

The District has the responsibility of educating its employees on the District's ADA/ADAAA Policy and appropriate procedures. If the employee does not understand the Policy, it is the obligation of the employee to request additional training be offered.

This policy will be published on the District's website.

Legal References:

42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990

29 C.F.R. § 1630.2

SDCL § 20-13-10

Adopted: 11/27/2017



Recommended Accommodation Protocol

Rapid City Area Schools (RCAS) values all of our employee's contributions including those with disabilities. A reasonable accommodations primary function is to enhance workplace productivity and provide equal employment opportunities to applicants, candidates, and employees with disabilities. The goal of this process is to create a more inclusive environment where all employees can readily and efficiently ask for and receive reasonable accommodations necessary to reach their full potential at work. This guidance also complies with our Federal obligations under the Americans with Disabilities Act, Section 503 of the Rehabilitation Act, and other applicable state and local disability related regulations.

Purpose:

The purpose of this document is to provide all employees with a detailed guide on the reasonable accommodation process. There are important steps that must be taken to ensure reasonable accommodations are documented (within the accommodation tracking system), communicated, and provided in a timely fashion. These steps insure equal opportunity for applicants, candidates, and employees with disabilities as well as insure RCAS meets its legal obligations.

RCAS is committed to processing requests for reasonable accommodation and will provide reasonable accommodations where appropriate, in a prompt and efficient manner in accordance with the time frames set forth in the following procedures.

Who is covered by this?

Applicants, candidates, and employees with physical or mental conditions that substantially limits one or more major life activities or have a record of such a substantially limiting condition.

What is workplace reasonable accommodation?

Workplace reasonable accommodation, sometimes called workplace adjustments, are any changes in the workplace or the way job duties are customarily performed that provides an equal employment opportunity to an individual with a disability. (This process does not cover requests that would pose an undue hardship or fundamentally change the essential functions of a job.)

Not All Accommodation Requests Can Be Honored

Sometimes an applicant or an employee may ask for an accommodation that is not reasonable or necessary, that poses an "undue hardship" (i.e. too costly or disruptive to business) on the company or its employees or that might threaten the safety of the individual who has made the request or of others. Even in those cases, the company will discuss whether some other form of workplace accommodation may be effective.

When is reasonable accommodation provided?

- When an applicant with a disability needs an accommodation to have an equal opportunity to compete for a job;
- When an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace; and
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., productivity tools, trainings, company sponsored events).

What are the common types of accommodations?

- Acquisition or modification of equipment
- Changes in the physical layout of a work environment to eliminate or reduce barriers (that does not cause undue hardship to the district)
- Elimination of non-essential job duties
- Modifications of an individual's work schedule while continuing to meet business requirements
- Modifications to the building where an individual performs work

Responsibilities:

The applicant, candidate, or employee has the responsibility to request an accommodation.

Managers are responsible to receive, begin documentation and communicate all accommodation requests to the Office of Human Resources.

The Office of Human Resources is responsible for initiating the interactive process with the person who requests an accommodation, to involve only those who are necessarily involved to insure an effective and timely accommodation is provided. They also must inform the employee or applicant of the outcome of their request.

What is the interactive process (IP)?

The interactive process is a collaborative effort between the employee and company representative to discuss the need for an accommodation as well as identify effective accommodation solutions. The interactive process begins when an employee discloses a disability/health condition and requests an accommodation, a manager or Human Resources representative recognizes an obvious challenge of an applicant, candidate, or employee due to a disability, or when an employee returns to work with an on-going health care condition or disability. A robust interactive process demonstrates good faith and promotes a disability inclusive workplace.

Confidentiality in the reasonable accommodation process.

Ensuring the confidentiality of all medical information obtained in connection with a request for reasonable accommodation, as well as the confidentiality of all associated communications during the interactive process is required by federal law.

All documentation must be kept in a file separate from an individual's personnel file. Non-medical information obtained during this process is shared on an as needed basis with those involved in providing a reasonable accommodation.

RCAS Procedure for Reasonable Accommodations

Most accommodation requests are initiated by the applicant, candidate, or employee. That said, it is important to recognize that school supervisors/managers should not assume that because an individual has a physical or mental disability that he or she will necessarily require or want an accommodation. An individual may have a disability that does not limit the employee's ability to perform the essential functions of their job or require a workplace modification. Because each individual's abilities and needs are different, each accommodation request will be handled on a case-by-case basis.

At times, RCAS may be able to address an employee's disability or chronic health condition related needs outside the reasonable accommodation process. Example, RCAS has an ergonomic program available to all employees who may require special equipment to address or prevent various injuries and conditions. Under the ergonomic program, an employee with carpal tunnel syndrome may request an ergonomic chair, stand/sit desk, or wrist pad. Requests under these procedures, as well as requests under the ergonomic program, should be directed to the Office of Human Resources.

Requesting a Reasonable Accommodation (RA):

The process begins when the company becomes aware that an employee may need an adjustment or change concerning some aspect of the application process, the job, or a benefit of employment for a reason related to a disability or chronic medical condition. Notification may include documentation from the employee directly and/or from the employee's physician. An **applicant or employee** may request a reasonable accommodation at any time, **orally or in writing**.

In most situations, employees or employee representatives should notify the employee's manager directly if they believe they need an accommodation or other workplace adjustment because of a health condition.

If an employee makes a reasonable accommodation request to someone other than the manager, such as a facilities personnel, or information technology staff, these company representatives should also communicate the request to the Office of Human Resources within two (2) business days.

An accommodations request does not have to include any special words, such as "reasonable accommodation," "disability," or "ADA." A request is any communication in which an individual

asks or states that the applicant or employee needs a change because of a medical condition. A manager, recruiter or the Office of Human Resources needs to ask an individual whether they are requesting a reasonable accommodation if the nature of the initial communication is unclear.

Important Note: It is best for employees to ask for accommodations *before* any work related issues or concerns arise. While an employee does not have to disclose his/her disability until he/she feels they need an accommodation, it is highly recommended that employees not wait until their performance appraisal meeting or during a disciplinary proceeding as the RCAS does not have to rescind disciplinary actions administered prior to a request for an accommodation.

Once the company receives notice of a need for accommodation, it will provide the employee with the Accommodation Request form which the employee (and/or the employee's physician) must complete and return as indicated.

If the disability or need for accommodation is adequate medical documentation has already been provided for other reasons (i.e. Family Medical Leave Act, Workers Compensation), no medical documentation will be required. However, a request form still needs to be filled out by the applicant or employee. Whenever the disability or need for accommodation is not obvious, the employee will be asked to sign a release form authorizing the company to secure additional medical information from the employee's health care provider to provide job relevant information as to the nature of the employee's medical condition, and/or whether the requested modification/accommodation is necessary.

Note that the health care provider should be provided with information as to the essential duties of the individual's job with asked, in order to have an informed opinion as to any accommodations that will both meet the job requirements, and help to maintain positive health.

The Office of Human Resources may also give the individual a list of questions to give to the health care provider or other appropriate professional to answer. If sufficient medical information is not provided by the individual after several attempts, the Office of Human Resources may ask the individual requesting accommodation to sign a limited release form permitting the Office of Human Resources to contact the provider for additional information. The Director may also elect to have the medical information reviewed by a doctor of the school district's choosing, at the school's expense.

Employees are obligated to cooperate with this process. A failure to do so could result in delayed consideration of a request or in its denial.

Initiation of the Interactive (IP) Process:

After a request for accommodation has been made, and if need be, confirmed by a health care provider, the next step is to begin the interactive process to determine what, if any, accommodation should be provided. The Office of Human Resources will contact the applicant or employee as soon as feasible but no longer than 10 days after establishing the need for the

accommodation. It is expected that in the case of accommodations for applicants or candidates the process would be an especially high priority and begin immediately upon request and receipt by the AC so that the individual does not lose out on the opportunity to compete for the job.

During the interactive process, the individual requesting the accommodation and the manager, with or without support from the Office of Human Resources, will need to clearly discuss key aspects with each other including:

- The nature of the job related challenge that is generating the request
- Confirming that a disability is prompting the need for an accommodation
- The accommodation solution(s) that may be effective in meeting an individual's needs to successfully meet the requirements of the job

All accommodation requests are handled on a case by case basis. A robust IP frequently requires input from the department manager, an HR Business Partner, Leave Management, the employee and/or the employee's physician. Other departments, a third party vendor, as well as outside disability-related organizations, may be consulted depending on the type of request sought. It is suggested that company personnel use the Job Accommodation Network (JAN) at AskJAN.org to discuss workplace accommodations or disability related legislation.

Time Frame for Processing Requests and Providing Reasonable Accommodations

RCAS will process requests and, where appropriate, provide accommodations in as short a period as reasonably possible. The time frame for processing a request is as soon as possible but no later than **30 business days from the date the request is made**. This 30-day period includes the 10-day time frame in which the Office of Human Resources must contact the requestor after the request for a Reasonable Accommodation is made.

Note: The time frame begins when an oral or written request for reasonable accommodation is made, and not necessarily when it is received by the Office of Human Resources. **Therefore, everyone involved in processing a request should respond as quickly as possible.** This includes referring a request to the Office of Human Resources, contacting a health care provider if medical information or documentation is needed, and receiving technical assistance from outside parties such as Job Accommodation Network (JAN) at AskJAN.org.

If the Office of Human Resources must request medical information or documentation from a requestor's health care provider, the time frame will stop on the day that the Office of Human Resources makes a request to the individual to obtain medical information or sends out a request for information/documentation, and will resume on the day that the information/documentation is received by the Office of Human Resources. It is therefore recommended that the requestor work closely with their health care provider to expedite their response to the company's inquiry.

Expedited Processing of a Request

In certain circumstances, a request for reasonable accommodation requires an expedited review and decision. This includes where a reasonable accommodation is needed:

- **To enable an applicant to apply for a job.** Depending on the timetable for receiving applications, conducting interviews, taking tests, and making hiring decisions, there may be a need to expedite a request for reasonable accommodation to ensure that an applicant with a disability has an equal opportunity to apply for a job.
- **To enable an employee to attend a meeting scheduled to occur soon.** For example, an employee may need a sign language interpreter for a meeting scheduled to take place in 5 days.
- To address a safety related concern in the workplace

Extension of the Timeframe for Providing an Accommodation:

An extension of the time frame for providing an accommodation will be considered in extraordinary circumstances that **could not reasonably have been anticipated or avoided in advance** of the request for accommodation, **or that are beyond RCAS ability to control**. When extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the accommodation will be extended as reasonably necessary. In such circumstances the requestor, manager and other need to know individuals will be informed as to the reason for the delay and anticipated delivery of solution.

Determination:

Once the Office of Human Resources receives all of the medical and other information deemed necessary, they will determine in consultation with others on a need-to-know basis whether the workplace modification / accommodation sought will be granted, or, whether an alternative modification / accommodation is appropriate. The Office of Human Resources will first inform the employee's manager or, as appropriate and customary, the office manager. The Office of Human Resources will then communicate the decision to the employee and discuss the employee's questions/concerns, if any, about that decision and steps for implementation.

When RCAS **grants an accommodation**, the manager will give the "Approval of Request" form to the requestor, and discuss implementation of the accommodation. A decision to provide an accommodation other than the one specifically requested will be considered a decision to grant an accommodation. If the manager offers an accommodation other than the one requested, but the alternative accommodation is not accepted by the employee, the manager will record the individual's rejection of the alternative accommodation on the "Approval" form that is turned into the Office of Human Resources.

Medical information will be disclosed ONLY on an "as need to know" basis. Accommodations may be provided without informing the employee's manager or supervisor without disclosing the employee's diagnosis or disability.

Note: An individual's receipt or denial of an accommodation does not preclude the individual from making another request at a later time if circumstances change and they believe that an accommodation is needed due to workplace needs associated with evolving limitations from a disability (e.g. the disability worsens or an employee is assigned new duties that require an additional or different reasonable accommodation). It is important to note that school representatives cannot refuse to process a request for reasonable accommodation, and a reasonable accommodation may not be denied, based on a belief that the accommodation should have been requested earlier (e.g. during the application process).

Temporary of Trial Accommodations:

Many accommodations are implemented long-term, while some accommodations last for only a temporary period. Every situation is unique and requires case-by-case analysis of the individual's limitations, restrictions, specific accommodation needs, and the impact accommodation will have on job performance and business operations.

Implementing a temporary change offers the opportunity to evaluate an accommodation for effectiveness before making the decision to implement the change long-term and also demonstrates good faith.

Situations that can warrant provisions of a temporary or trial accommodation may include, *but are not limited to*:

- When time is needed to research a permanent accommodation solution, to acquire equipment, arrange a service, or identify an alternative vacancy;
- When it is necessary to test an accommodation to determine if it is effective;
- When the medical impairment is temporary but sufficiently severe enough to entitle the employee to accommodation;
- When it is necessary to avoid temporary adverse conditions in the work environment; or
- When an accommodation can currently be provided, but may eventually pose an undue hardship if provided long-term.

Monitoring an Accommodation:

It is the obligation of the manager to monitor the effectiveness of the accommodation. This monitoring should occur outside of the RCAS Performance Evaluation process. While employees with disabilities must be able to perform essential functions of their job with or without accommodation, it is also the responsibility of the manager to insure an accommodation is effective for the employee. If an accommodation is no longer effective, then the interactive process should be revisited.

Accommodation Request Denial:

If RCAS **denies a request for accommodation**, the Office of Human Resources will give the "Denial" form to the requestor and discuss the reason for the denial. The form will explain both the reasons for the denial of the individual's specific requested accommodation and the process or appealing this decision.

Appeals Process:

An individual dissatisfied with the resolution of a reasonable accommodation request can ask the Director of the Office of Human Resources or other individual designated for a Reasonable Accommodation appeals by the school district to reconsider that decision. An individual must request reconsideration within **10 business days** of receiving the “Denial” form.

Forms:

- Accommodation Plan
- Accommodation Request Form
- Medical Inquiry Request Form
- Accommodation Approval Form
- Monitoring Form
- Denial Form
- Appeals Form



Employee Individual Accommodation Plan

Employee: _____

Date of Plan to Begin: _____

Employee Concerns	Areas to be Addressed	Accommodations/Recommendations

Background information pertinent to accommodation:

Assistance for Individuals with Disabilities

Qualified individuals are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by case basis. Disability Resources serves as links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for an employee of the Rapid City Area Schools. All information will be considered confidential and only released to appropriate personnel on a need to know basis.

Signature of Employee _____ Date: _____

Supervisor's Signature _____ Date: _____

Office of Human Resources _____ Date: _____

Cc: Personnel File

For additional information, please contact the Office of Human Resources - 605.394.4014



Employee Individual Accommodation Plan

Employee: Example John Doe Date of Plan to Begin: 08/30/2017

Employee Concerns	Areas to be Addressed	Accommodations/Recommendations
<ul style="list-style-type: none"> • Standing for long periods of time • Accessibility to oxygen machine at all times. • Stairs • No bending, squatting, kneeling, pushing, pulling or reaching above shoulder level. • 5 lb maximum of lifting 	<ul style="list-style-type: none"> • Overexertion <ul style="list-style-type: none"> • Fatigue • Depression • 	<ul style="list-style-type: none"> • Employee will not be required to stand for more than 15 minute intervals with 30 minutes of sitting between standing intervals • Employee will not be required to lift anything that is more than 5 lbs. at anytime. • Employee will only access areas of the building where she can easily maneuver her oxygen tank on wheels. • Employee will not be required to use any stairs. All work duties will be assigned to the first floor.

Background information pertinent to accommodation:

John Doe has been diagnosed with COPD and has work restrictions as stated in the physical assessment completed by his Doctor. Mr. Doe will meet with this team on a bi-weekly basis to assess the plan. Any changes to the plan should be requested with an updated physician’s note.

Assistance for Individuals with Disabilities

Qualified individuals are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by case basis. Disability Resources serves as links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for an employee of the Rapid City Area Schools. All information will be considered confidential and only released to appropriate personnel on a need to know basis.

Signature of Employee _____ Date: _____

Supervisor's Signature _____ Date: _____

Office of Human Resources _____ Date: _____

Cc: Personnel File

For additional information, please contact the Office of Human Resources 605.334.4014



ACCOMMODATION REQUEST

A. Questions to clarify accommodation requested.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

If *yes*, please explain.

Is your accommodation request time sensitive?

Yes

No

If *yes*, please explain.

B. Questions to document the reason for accommodation request.

What, if any, job function are you having difficulty performing?

What, if any, employment benefit are you having difficulty accessing?

Have you had any accommodations in the past for this same limitation?

Yes

No

If *yes*, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

C. Other.

Please provide any additional information that might be useful in processing your accommodation request:

Signature

Date

Printed Name

Building



[Date]

[Employee's Name]

[Employee's Address]

Dear [Name]:

This letter is in response to your request for an accommodation to perform the essential functions of your position. The health care provider's note that you provided to us on [date] stated that you have the following work restriction(s): [list restrictions]. We met with you to discuss possible accommodations needed because of these restrictions on [date].

We have approved the following accommodation(s): [list accommodations]. These accommodations are considered the most effective given your essential job functions and our operational necessities. These accommodations will be implemented and effective on [date].

Your records will be maintained in accordance with applicable confidentiality requirements. Please contact me at [phone number] if you have any questions.

Sincerely,

Office of Human Resources

(Name)



[Date]

[Employee's Name]

[Employee's Address]

Dear [Name]:

This letter is in response to your request for an accommodation to perform the essential functions of your position. The health care provider's note that you provided to us on [date] stated that you have the following restrictions: [list restrictions]. We met with you to discuss possible accommodations needed because of the limitations on [date].

The essential functions of a [employee's job title] require the employee to [list relevant essential job functions]. After a careful review of your request, we have determined that we are unable to provide you with a reasonable accommodation at this time because of [reason].

Since we are unable to accommodate you reasonably in your current job, we will notify you of position vacancies. We will attempt to accommodate you by transferring you to a vacant position for which you are qualified.

Your records will be maintained in accordance with applicable confidentiality requirements. Please contact me at [phone number] if you have questions.

Sincerely,

[Director of Human Resources Name]



Date:

Physician Name

Physician Address

Dear Physician,

A request for a reasonable accommodation has been made by our employee,_____. In order to assist with the interactive process, we are requesting you to provide feedback to the following questions based on your medical expertise.

Background

An employee has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment. **“Substantially limits” under the ADAAA has been broadened to allow** someone with an impairment to be “regarded as” having a disability, even without the perception that the impairment limits a major life activity, provided that the impairment does not have an actual *or expected* duration less than or equal to six months.

The ADAAA provides examples of **“major life activities,”** including “caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function, such as functions of the immune system, normal cell growth and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.”

Please answer these questions to help determine disability and reasonable accommodation.

Please review the attached job description. (If no job description is attached, please discuss the position with the employee to determine essential job duties.)

- 1) Is the employee able to perform the essential job functions of this position with or without reasonable accommodation? Yes / No

If yes, please continue to next question.

If *no*, how long will the employee be unable to perform these job duties?

____ # of weeks ____ # of months ____ permanently

2) Does the employee have a physical or mental impairment?

If yes, what is the impairment?

3) What limitation(s) is interfering with job performance, and how does it interfere with the employee's ability to perform the job function(s)?

4) What adjustments to the work environment or position responsibilities would enable the employee to perform the essential functions of that position?

5) The employee's typical schedule is _____.

What, if any, adjustments need to be made to the employee's work schedule to enable the employee to perform the essential functions of that position?

6) How would your suggestions improve the employee's job performance?

7) How long will the employee need the reasonable accommodation?

If unable to provide date, when will he or she be medically reevaluated?

Any additional comments or suggestions:

Physician Name (Please Print)

Signature of physician completing form:

Date:

MONITORING ACCOMMODATIONS FORM

A. DOCUMENTING CURRENT ACCOMMODATIONS

What accommodations have been implemented to enable the employee to perform essential job duties or enjoy equal benefits or privileges?

See Reasonable Accommodation Form

B. EVALUATING CURRENT ACCOMMODATIONS FOR EFFECTIVENESS

The accommodations are in effect:

- Always
- As-needed
- Never

Please Explain:

Was any training needed and provided to assist the accommodations of the employee? Does the employee report that the training was sufficient to meet his/her needs?

- Yes
- No

If no, explain:

Are the accommodations currently enabling the employee to perform essential job functions? Explain.

Describe the *employee's perception* of how well the current accommodations have worked.

C. RECOMMENDATIONS

Current accommodations have been found to:

- Be effective for the purpose
- Require adjustments
- Be ineffective for the purpose
- Require additional accommodations to be effective

Explain.

The employee should:

- Maintain accommodations "as is"
- Continue with current accommodations but with adjustments
- Discontinue current accommodations
- Receive alternative accommodations

Explain.

If new or additional accommodations are required:

Does equipment need to be ordered or a service purchased?

- Yes
- No

Who should be notified of any change in accommodations (i.e., manager, HR, DPM, etc.)?

Do any additional steps need to be taken?

When will accommodations be fully implemented?

Date:

SIGNATURES

Employer Representative: _____

Date: _____

Employee: _____

Date: _____

APPEAL OF A REASONABLE ACCOMMODATION DETERMINATION

This form is to be used by a RCAS employee who wishes to appeal the determination of the employee's request for a reasonable accommodation.

ALL APPEALS MUST BE RECEIVED BY the Office of Human Resources WITHIN THIRTY (30) DAYS OF THE DATE OF NOTIFICATION OF THE INITIAL DETERMINATION.

SECTION I – TO BE COMPLETED BY EMPLOYEE

Name: _____

Type of Accommodation Requested: _____

Date of Reasonable Accommodation Determination: _____

Statement of Appeal (clearly state all grounds for appeal; attach additional sheets as necessary):

I am attaching the following additional documentation (do not resubmit any documentation):

Yes: _____ No: _____

I affirm that I have reviewed this accommodation appeal and that it is true to the best of my knowledge, information and belief.

Signature of Employee Date

SECTION II – FOR DEPARTMENT USE

Date Appeal Received:
Date of Acknowledgement:
Disposition of Appeal:
Date of Notification of Disposition: