

## **EMPLOYEE REQUEST FOR ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

### **Purpose:**

Form ADA-99 is used by an employee to submit a request for accommodation.

### **Processing Procedures:**

1. The employee requesting accommodation submits Form ADA-99 with a copy of the current job description (if appropriate) to his/her immediate supervisor and a copy to the ADA Coordinator
2. The ADA Coordinator will determine if additional medical information is needed and will furnish the employee with any forms/questionnaires necessary for the health care provider to complete.
3. The ADA Coordinator will evaluate information to determine eligibility within the guidelines of ADA.
4. The ADA Coordinator will then coordinate with the necessary institutional staff and the employee to identify the essential functions of the job and determine whether there is an effective, reasonable accommodation that will enable the employee to perform those essential functions.
5. The ADA Coordinator will follow-up on employee's status/progress on annual basis, or earlier as need arises.

### **Confidentiality:**

All medical-related information shall be kept confidential and maintained separately from other personnel records. However, supervisors and managers may be advised of information necessary to make the determinations they are required to make in connection with a request for an accommodation. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations. Government officials investigating compliance with the ADA may also be provided relevant information as requested.

### **Retention:**

Forms ADA-99 and attached documentation submitted to the ADA Coordinator will be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.

ADA Coordinator  
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