

Disability Accommodation Accommodation Request Process for Employees

[Governing Policy](#)

The Blinn College accommodation process is governed by Board Policy ([DAA LEGAL](#)).

[Employee Responsibilities](#)

The disability accommodation process is interactive and requires cooperation and communication between the individual requesting accommodation and the Blinn College staff members who respond to the request. Employees and appointees actively participate in the accommodation process by communicating their needs and interests and attending any meetings that may be necessary to discuss the accommodation request.

The first goal of the accommodation process is to help you remain in your current position, with or without accommodation. In many cases job modifications can be easily arranged by talking directly with your supervisor, administrator, or department chair. However, you are not required to disclose to your immediate supervisor the medical basis for a requested accommodation (see confidentiality of medical information below). If you choose not to make your accommodation request to your supervisor, or if you have questions about the accommodation process, you may contact the offices listed at the end of this document for assistance.

This disability accommodation request process is not applicable if the accommodation is the result of an on-the-job injury or illness. You must submit an incident report to the HR office to initiate the Workers' Compensation process.

[Making an Accommodation Request](#)

You may request accommodation by filling out the Disability Accommodation Request form or otherwise informing your supervisor of your need for accommodation.

Filling out an accommodation request form may not always be necessary, but using the form may be to your benefit because it helps the College maintain an accurate record of the request and what action was taken.

To begin the accommodation request process you may use the Accommodation Request For Disability or Serious Medical Condition form.

Click the link to download and print the [Accommodation Request For Disability or Serious Medical Condition form](#), or contact the HR Office to request the form be sent to you.

While you are not required to disclose medical information to your supervisor or co-workers, medical documentation (or additional medical documentation) is required in order to process an accommodation request. It is your responsibility to obtain information from your health care provider in a timely manner using the [Health Care Provider Statement form](#). Send documents to the HR Office. The College will evaluate and respond to any medical information we receive. Employees are encouraged to use the forms provided to ensure that we receive sufficient information to process an accommodation request. The College will evaluate and respond to any medical information we receive even if the forms

provided are not used. However, if the forms are not used this may necessitate clarification and possible delays regarding the medical information provided.

[Confidentiality of Medical Information](#)

By law, medical information must be maintained confidentially and separate from regular personnel records. Medical records are retained in the Human Resources office.

You are not required to reveal the diagnosis of your condition or the details of your medical treatment to your immediate supervisor or to coworkers. However, some employees choose to share this kind of information with others. Employees who voluntarily share medical information with co-workers should consider that it may be passed on to others. The information should still be treated as confidential. An employee who has shared some information at one time may later decide that he or she no longer wishes to discuss the condition or its treatment. Such decisions must be respected.

[Supervisor Responsibilities](#)

You must consider carefully an employee's request for accommodation due to disability. The first goal of the process is to keep the employee in the current position, with or without accommodation. In many cases, job or work space modifications can be arranged easily by talking with the employee. Should you have questions as to whether the request is reasonable, contact the Human Resource Office. You will receive help evaluating the request and determining whether it should be approved.

While not all accommodation requests will be approved, an accommodation request may not be denied before it, and possible alternatives are thoroughly evaluated. This evaluation will include consultation with your Human Resources Consultant. It is also necessary to document any accommodations that are provided to an employee. Your Human Resources Consultant can assist you with this process. Failure to process an accommodation request properly is a serious matter and can result in disciplinary action.

Immediately forward any disability accommodation request forms that are submitted according to the forms' instructions. Should you receive a request without a form, discuss the request with your Human Resources Consultant. If an employee tells you about a health problem but does not make a specific accommodation request, contact your Human Resources Consultant.

Do not ask the employee for personal medical information or ask questions about the disability itself. The employee is not required to disclose to you the medical basis for the requested accommodation. Should the employee choose to disclose such information, advise him or her that disclosure is not necessary, and that you will keep the information confidential. If you receive documents containing medical information, immediately forward them to the Human Resources office. ***Do not keep medical records in departmental files.***

[How the College Will Respond to the Accommodation Request](#)

The College will respond to a disability accommodation request as quickly as possible. Requests for minor physical office adjustments (e.g. desk height modifications or ergonomic enhancements) may be implemented by the supervisor without additional assistance.

If a request requires substantial action such as job duty modification, environmental changes, or equipment purchases, the College may need information about your medical condition, capacities or

limitations before accommodations can be made. Representatives from Human Resources may participate in the review of the request and any discussions or meetings that may be necessary.

If the College determines that it is not possible to accommodate you in your current position, and you can work at least half time or more, the College will attempt to place you in a vacant position that meets the following requirements:

- The position has the comparable or lower salary range or grade as your current position;
- You meet the position's minimum qualifications and special skill requirements; and,
- You are able to perform the position's essential functions with or without accommodation.

[Job Analysis and Health Care Provider Statement](#)

Representatives from the Human Resources Office conduct a physical or cognitive job analysis of your position. The job analysis evaluates the position's physical or cognitive requirements and identifies essential job elements. Essential job elements are those that you must be able to perform, with or without accommodation. They cannot be removed from the position without changing its nature. Duties that are not essential may be modified, eliminated, replaced, or restructured as part of the accommodation process.

You may be given the job analysis to take to your health care provider to help him/her understand the job before determining whether you can perform the position's essential job elements.

The College asks that you have your health care provider complete a Health Care Provider Statement (available from the Human Resources Office). This information is used to help identify an appropriate accommodation. You are responsible for obtaining the completed Health Care Provider Statement from the physician if one is requested. Occasionally, the College may determine that an independent medical assessment is necessary. If that is the case, the College pays for the examination.

[Leaves of Absence](#)

In some circumstances, the appropriate accommodation may be a leave of absence from work. If the leave of absence will be for a defined and limited period of time and you expect to return to full duties in your position, follow your department's normal leave request procedures. For leaves of this type, completion of an accommodation request form is typically not necessary.

For some illnesses or injuries the health care provider cannot initially determine how long you will be away from work or when you will be able to resume your job duties. In these cases, a leave of absence may be the only accommodation that is recommended or available, and you should complete an accommodation request form. It may also be necessary for you to be placed on a leave of absence during the College's evaluation of your accommodation request. You are required to use any available leave during your leave of absence.

[Complaint Resolution Process](#)

If you are not satisfied with the Blinn's response to an accommodation request there are several options you have for resolving your concern and/or getting assistance:

1. You may contact your Human Resources Consultant to be sure that appropriate consideration has been given to your request.

2. The Blinn College Title IX coordinator is responsible for overseeing the College's compliance with the federal laws addressing disability discrimination and accommodation. If you have a complaint or wish to raise a concern regarding disability discrimination or failure to accommodate by the College, the ADA Coordinator can serve as a conflict resolution resource.