

Employee Accommodations Process

1. Employee or supervisor contacts ADA Coordinator.
2. The ADA Coordinator will:
 - a. Meet with the employee to explain the process and discuss the employee's request;
 - b. Provide the employee with a release of information form for medical documentation;
 - c. Obtain a job description from Human Resources/employee's supervisor;
 - d. Draft a letter requesting necessary information from the employee's medical professional(s);
 - e. Arrange necessary ergonomic and/or assistive technology assessments;
 - f. Evaluate responses from employee's medical professionals and requested assessments to help determine if the employee is eligible for accommodations and if so, what accommodations could be effective and reasonable;
 - g. Meet with employee and supervisor to discuss recommendations
 - h. If accommodations are warranted, obtain an accommodations agreement from the employee and supervisor;
 - i. Work with the employing department to provide the agreed upon accommodations.
3. The Employee will:
 - a. Cooperate in obtaining the necessary medical documentation from her/his treating professionals;
 - b. Meet with individuals performing any necessary assistive technology and/or ergonomic assessments;
 - c. Meet with the ADA Coordinator and the supervisor to discuss and agree upon what accommodations will be provided;
 - d. Inform supervisor in a timely manner if the accommodations are not effective;
 - e. Meet necessary performance standards for his/her position.
4. The Supervisor will:
 - a. Provide the employee's position description identifying the essential functions of the job and, if relevant, information about difficulties the employee may be encountering;
 - b. If the ADA Coordinator determines that accommodations are warranted, discuss possible accommodations with the ADA Coordinator;
 - c. Meet with the employee and the ADA Coordinator to discuss and agree upon reasonable accommodations;
 - d. Implement the agreed upon accommodations;
 - e. Monitor and evaluate the effectiveness of the accommodations with employee;

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- f. Contact the ADA Coordinator if the accommodations are not effective or if there are difficulties in implementing them

For more information

To learn more about your rights and responsibilities as an employee or a supervisor, to request a reasonable accommodation, or to file a complaint of discrimination, please contact:

Ruth J. Townsend, ADA Coordinator
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This document can be made available in alternative formats such as Braille, large print, or audiotape upon request to the Office of Equity and Diversity Services at the numbers above.