

## **Seminole State College Reasonable Accommodation Employee Procedure**

### Procedures for Requesting Accommodation

Requests for accommodation may be initiated by an individual who requires accommodation, a supervisor, or faculty member. For an employee or job applicant, the request can be made during the search process or at any time after hiring. Employees with disabilities are encouraged to consult with their supervisors or other appropriate administrators for help in exploring possible accommodations. Once a request for accommodation is made, an appointment should be made with the Director for Human Resources. At that appointment, the Director and the employee will discuss the impact of the disability in the job setting, the requested accommodation, and the job position description. All reasonable accommodations are determined on an individual basis specific to the impact of the disability on the individual.

### Documentation Guidelines

The employee must provide appropriate documentation of the disability. This documentation must be prepared by a person who is not a family member of the individual with a disability and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. Handwritten notes on prescription pads or handwritten treatment records will not be accepted. In general, documentation of disability must be dated within the last 30 days and include:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria used;
- A description of the current functional impact of the disability;
- Treatments, medications, and assistive devices currently prescribed or in use;
- A description of the expected progression or stability of the impact of the disability over time;
- The credentials of the diagnosing professional(s).

The College reserves the right to require a second medical opinion if additional information is needed to evaluate the requested accommodation.

### Steps in Determining Accommodation

Once a qualified individual with a disability has requested an accommodation, the College will take steps to determine an appropriate accommodation. This is an interactive process involving the individual with the disability, Director for Human Resources, the supervisor, and other appropriate College administrators.

1. Analyze the job functions to determine the essential functions or requirements;
2. Talk with the individual with a disability to identify the precise job-related limitations imposed by the person's disability and how these limitations may be overcome with a reasonable accommodation;

3. Involve the individual with a disability in identifying a range of potential accommodations and assessing the effectiveness each would have on enabling the individual to perform the essential functions of the position;
4. Consider the preference of the individual, select and implement an effective accommodation that is most appropriate for the individual and the College.

Final responsibility for selection of the most appropriate accommodations rests with the College. If a mutually acceptable accommodation cannot be found or if the requested accommodation is determined to be an "undue hardship" the employee may file a grievance in accordance with existing College grievance procedures.